DOCUMENT RESUME

ED 155 378 08 CE 016 693

TITLE	Cooperative Diversified Occupations. Job Information Resource Guide for Vocational Educators. A Cross-Reference of Jobs and Resources.
INSTITUTION	Millersville State Coll., Pa.
SPONS AGENCY	Office of Education (DHEW), Washington, D.C.; Pennsylvania State Dept. of Education, Harrisburg. Bureau of Vocational and Technical Education.
BUREAU NO	24-7046
PUB DATE	77
NOTE	113p.
EDRS PRICE	MF-$0.83 HC-$6.01 Plus Postage.
DESCRIPTORS	*Annotated Bibliographies; *Information Sources; Jobs; *Occupational Information; Occupations; Resource Guides; Resource Materials

ABSTRACT

Designed for use by vocational educators and their students for the identification and acquisition of job information, this guide is organized into two major sections. Section 1 contains a categorized listing of jobs (for which less than four years of college are required) cross-referenced to resources annotated in section 2. Section 2 cites documents and publications containing descriptive information on specific jobs (ninety-seven citations) or on many jobs (thirty-five citations). The preface states that resources listed are known to be available through the Vocational Education Information Network (VEIN) or would be expected to be found in a guidance office or school library. Availability from VEIN is indicated (selected pages or microfiche) and ED (ERIC document) numbers are included for many items. The major categories under which jobs in section 1 are listed are as follows: (1) technical, kindred, (2) managers, officials, proprietors, (3) sales workers, (4) clerical workers, (5) crafts and kindred workers, (6) operatives, (7) service workers, (8) laborers except farm, and (9) farmers and farm workers. Sub-categories are included under each. The appendix identifies a sample of business and industry sources from which job titles were solicited and supplied. (JH)

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ED155378

COOPERATIVE DIVERSIFIED OCCUPATIONS
JOB INFORMATION RESOURCE GUIDE

FOR VOCATIONAL EDUCATORS

A Cross-Reference of Jobs and Resources

1977

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Cooperative Education
Bureau of Vocational Education
Pennsylvania Department of Education

CE 016 693

"Preparation of this publication was supported in whole or in part by the United States Office of Education, Department of Health, Education and Welfare. However, opinions expressed herein do not necessarily reflect the position or policy of the United States Office of Education, and no official endorsement by the United States Office of Education should be inferred."

Funds granted as

Project Number 24-7046

Part G. Cooperative Education

to

Millersville State College

Millersville, PA 17551

Project Director

Erma D. Keyes

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ACKNOWLEDGEMENTS

Research, writing, reviewing, typing, design, and printing of this guide was accomplished with cooperation of:

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Gail Broome - Research Assistant, Millersville State College

Robert Burchfield - Consultant for Cooperative Education, BVE

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Linda Crosson - Guidance Consultant, Lancaster

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Bruce Joyner - Co-Op Coordinator, Tunkhannock High School

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Donna Pavlick - Clerk-Typist, Millersville State College

William Sassaman - Professor, Temple University

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Norman States - Supervisor of Vocational Education, York County AVTS

Helen Swaincott - Vocational Consultant, BVE Eastern Region Field Staff

Edith Walker - Co-Op Supervisor, Altoona AVTS

Frederick Welch - Professor, Pennsylvania State University

Sincere appreciation is extended for services rendered.

Erma D. Keyes
Director of VEIN

INTRODUCTION

Rationale. The search for job-related information confronts many vocational educators as their students consider job and career choices. Students are often referred to counselors for assistance. Both counselors and vocational educators frequently spend much time in identifying, obtaining and reviewing resources for adequate information on specific jobs. Student enthusiasm is maintained best by quick response to their requests.

Product. The JOB INFORMATION RESOURCE GUIDE FOR VOCATIONAL EDUCATORS is designed to enhance delivery capabilities by reducing the professional's search efforts and the time span between student request and receipt of information. Major sections of the guide are (1) a categorized listing of jobs (for which less than four years of college are required) cross-referenced to resources, and (2) annotated resources for specific jobs, general resources for many jobs, and their location. The appendix identifies a sample of business and industry sources from which job titles were solicited and supplied.

Listed job titles are some of those for which Diversified Occupations and other vocational education students could qualify for employment. Since many of these jobs require skills beyond the normal entry level, the user of this guide has responsibility for accurate interpretation of resource information given to students.

The Pennsylvania Department of Labor and Industry uses occupational categories and sub-categories in their publications to show relation of jobs to business and industry. That model, as adapted for this guide, is reproduced in the Job Titles Section. Individual job titles and their

resource references are alphabetically listed under those categories. Preparation of an exhaustive job list would have been prohibitive. (New and locally titled jobs appear with great frequency. For more extensive job lists, the U. S. Department of Labor's DICTIONARY OF OCCUPATIONAL TITLES should be consulted.) Employers across the state were invited to identify jobs in their operations to verify appropriateness of selected titles and increase the list. Their responses and suggestions made by Cooperative Education teacher-coordinators lend credibility to the job list.

Documents and publications containing descriptive information on the jobs listed in Section I of the guide are annotated in Section II. These resources are known to be available through VEIN, or there is reasonable expectation that they are in most guidance offices or school libraries. The General Resources are so comprehensive that, with few exceptions, they contain information about most of the titles on the Job List. Information about specific jobs is cross-referenced between the Job List and the Resource List by resource number on the list and page number(s) within the resource.

The Availability columns on the Resource List indicate where the resources are known to be located. If the D. O. Coordinator or other guide user has a copy of the resource, obtains it for the files, or knows another source, additional column(s) should be checked for future reference.

An "X" in the "Use at VEIN" column indicates that the materials remain there to be available to staff and visitors. Selected pages and microfiche from VEIN may be requested at no cost. Call or write VEIN, (717) 872-5411, Ext. 542 at Stayer Research and Learning Center, Millersville State College, Millersville, Pennsylvania 17551 to obtain those references.

The Appendix identifies companies contacted and acknowledges efforts of personnel directors who sent a listing of jobs appropriate for this guide. The submissions were compared with the Job List titles to verify and make necessary additions.

Instruction For Use. The guide was designed to expedite users' identification and acquisition of job information. It is obvious that all jobs of the type available to persons without a college degree could not be listed. Nor could all possible information resources be identified. As guide users locate additional resources and job titles, it will be to their advantage to supplement the Job and Resource Lists. A blank form for the lists was placed at the end of each section. They may be duplicated for entry of supplemental information. The total guide can be placed in a three-ring binder; or, if preferred, the Job List and Resource List sections can be placed in separate binders to facilitate cross-referencing. Coordinators who, in anticipation of student requests for job-information, have developed personal or student files, may find the guide useful for file maintenance.

The following step-by-step examples illustrate the cross-referencing, meaning of reference number systems, and use of the "availability" columns.

(A) A student requests information about the job "paperhanger".

This worker is considered a craftsman.

1. Turn to Section I, Category V. Crafts and Kindred Workers. (Page A-13)

2. Paperhanger is located under A. Construction Crafts Workers. The reference reads:

Paperhanger: 60(19-21)

3. Turn to Section II, Resource List. Locate resource number 60 on page B-26.

4. "Careers in Construction" is a U. S. Government document which provides job information for high school students.

5. As ERIC document VT 102-406 in the series ED 120-588, the publication is available as microfiche from VEIN. (See "X" in column "Microfiche from VEIN" in Availability section on this page.

6. (19-21) tells the reader that information about "paperhanger" appears on pages 19-21 of that document.

7. You now have three options. Request from VEIN:

   (a) Free microfiche copy of VT 102-406 in ED 120-588.

   (b) Free printed copy of pages 19, 20 and 21 from VT 102-406 in ED 120-588.

   (c) Both (a) and (b) above.

8. Upon receipt of materials, the availability column, "Coordinators' File" should be marked with "X" for future reference.

(B) Another student expresses interest in working as a sales clerk in a farm supply store.

1. Turn to Section I, Category III. Sales Workers. (Page A-10)

2. Read down the list of jobs. Due to the different types of farm activities, there is a choice of job titles.

   e.g. Feed Sales Clerk, Garden Center Sales Clerk, Turf Supplies Clerk, etc.

   Point this out to the student. The choice may be narrowed, say, to--

   Turf Supplies Clerk: 24(9) (Page A-11)

3. Turn to Section II, Resource List. Locate resource number 24 on page B-12.

4. "Turfgrass Maintenance and Establishment" contains more than job briefs. The full document is available from VEIN as microfiche copy of PA 051-181. The clerk brief may be obtained in print form by requesting a copy of page 9 from document CG 0404-10.

5. Submit request to VEIN. Upon receipt of information, mark the "Coordinators' File" column to indicate additional location of the material.

(C) A student inquires about the duties of a School Secretary.

1. Turn to Section I, Category IV. Clerical Workers. (Page A-11)

2. In sub-category A. Stenographers, Typists, Secretaries is the appropriate job title.

   School Secretary: 35(233-236); 59

3. Resource number 35 in Section II, Resource List (Page B-17) is "Business and Office Occupational Cluster".

4. You can request the full document as ED 120-551 for a

microfiche copy, and then look up pages 233-236; or, request printed copy from VEIN of pages 233-236 from ED 120-551.

5. Another resource is number 59. (Page B-26). Note that this is a series of documents, each with its own number. ED 133-545 has the title:

   "Educational Office Personnel. Task List Competency Record"

6. ED 133-545 is available as microfiche copy from VEIN.

7. After receiving requested materials, update the "Availability" column for future reference.

Periodic study of references in the General Resource List (Page C-1) will be helpful in determining for which jobs there is additional information. Familiarization with the categories under which specific jobs are indexed will facilitate use of the guide. General Resources G-17, G-18 and G-33 follow the Job List format. G-17 provides information on supply/demand for workers in these categories and identifies the level of training needed and locations where training is offered for each category of jobs. General Resources, G-5. "Pennscripts", should be located in your school library or counseling office. Information in that series is localized for labor market areas in Pennsylvania.

Acquiring Resources. When requesting resources from VEIN, use of titles is not necessary. Requests should indicate the ED, VT, PA, or CC numbers in the Resource annotation.

Example: (a) Order microfiche copy of ED 107-973
(b) Order microfiche copy of VT 100-611 (ED 094-272)
(c) Order microfiche copy of VT 020-482
(d) Order microfiche copy of PA 051-185
(e) Order printed copy of CC 0499-03
(f) Order printed copy of CC 0405-02 pp. 18, 45

Most of the General Resources are commercial materials. Refer to the titles when inquiring at the library or counselor's office, or when ordering directly from publishers.

Requests for resources and information about the guide should be directed to VEIN as follows:

VEIN Information Worker
Stayer Research and Learning Center
Millersville State College
Millersville, PA 17551
(717) 872-5411, Ext. 542

SECTION I

JOB TITLES

1. Categories & Sub-Categories A-1

2. Job: Resource Number (Page Number) A-5

CATEGORIES AND SUB-CATEGORIES

I. TECHNICAL, KINDRED
   A. SCIENCE TECHNICIANS
   B. HEALTH TECHNICIANS
   C. TECHNICIANS except health
   D. COMPUTER SPECIALISTS
   E. WRITERS, ARTISTS, ENTERTAINERS
   F. OTHER TECHNICAL

II. MANAGERS, OFFICIALS, PROPRIETORS
   A. BUYERS, SALES, LOAN MANAGERS
   B. ADMINISTRATORS, PUBLIC INSPECTORS
   C. OTHER MANAGERS, OFFICIALS, PROPRIETORS

III. SALES WORKERS

IV. CLERICAL WORKERS
   A. STENOGRAPHERS, TYPISTS, SECRETARIES
   B. OFFICE MACHINE OPERATORS
   C. OTHER CLERICAL WORKERS

V. CRAFTS AND KINDRED WORKERS
   A. CONSTRUCTION CRAFTS WORKERS
   B. BLUE COLLAR WORKER SUPERVISORS
   C. METALWORKING CRAFT WORKERS except mechanics
   D. MECHANICS, REPAIRERS, INSTALLERS
   E. PRINTING TRADE CRAFTS WORKERS
   F. TRANSPORTATION, PUBLIC UTILITY CRAFTS
   G. OTHER CRAFTS, KINDRED WORKERS

VI. OPERATIVES
   A. SEMI-SKILLED METAL WORKING
   B. SEMI-SKILLED TEXTILE
   C. SEMI-SKILLED PACKING, INSPECTING
   D. OTHER OPERATIVES except inspecting
   E. TRANSPORT EQUIPMENT OPERATIVES

VII. SERVICE WORKERS
   A. CLEANING SERVICE WORKERS
   B. FOOD SERVICE WORKERS
   C. HEALTH SERVICE WORKERS
   D. PERSONAL SERVICE WORKERS
   E. PROTECTIVE AND SERVICE WORKERS
   F. PRIVATE HOUSEHOLD WORKERS

VIII. LABORERS except farm

IX. FARMERS AND FARM WORKERS
   A. FARMERS AND FARM MANAGERS
   B. FARM LABORERS, FARM SUPERVISORS

JOB: RESOURCE NUMBER (PAGE NUMBER)

JOB: RESOURCE NO. (PAGE NO.)

I. TECHNICAL, KINDRED

A. SCIENCE TECHNICIANS

Agricultural Aide: 76(14-17)
Agricultural Service Worker: 86(1-4)
Animal Care Technician: 76(46-49); 90(44-61)
Biomedical Equipment Technician: 78(35)
Construction Engineer: 78(39)
Dairy Cow Tester: 86(13-16)
Draftsman: 58; 60(32-34, 81-83); 72(149); 76(333-336); 78(31)
Electricity Transmission and Distribution: 60(83)
Electromechanical Technician: 46
Electronic Sales and Services Technician: 46
Electronic Technician: 72(126); 76(393-396); 78(98)
Engineering Technician: 20(94)
Food Technologist: 16
Game Bird Propagator: 13; 91(16)
Hospital Pharmacy Technician: 78(81)
Laboratory Assistant: 16; 72(262)
Laboratory Technician (Chemical):
Laboratory Tester: 76(569-572)
Land Planning Aide: 13(41)
Land Planning Technician: 13(41-42)
Landscape Architect Technician: 78(6)
Landscape Designer: 2; 5(3-4)
Manufacturer's Representative: 72(079)
Mechanical-Engineering Technician:
Metallurgical Laboratory Technician:
Mining Fire Boss: 43
Nuclear Technician: 76(707-710)
Nursery Technician: 4(24)
Oceanographer Technician: 72(264); 76(719-722); 78(101)
Optometrist: 51; 71(74-77); 72(267); 76(739-742)
Orthotists and Prosthetists: 71(78-81); 72(269)
Podiatrist: 71(102-105)
Quality Technician: 76(878-881)
Sorting Machine Technician: 46

JOB: RESOURCE NO. (PAGE NO.)

Surveyor: 60(38-40); 72(270); 76(1058-1061)
Turf Specialist: 2; 24(3); 36(15-16, 42-45)
Veterinary Science Technician: 3(1-22)
Waste Treatment Technician: 13(73-74)
Water Treatment Technician: 13(72-73)
Water Well Inspector: 13(71-72)
Wildlife Technician: 13

B. HEALTH TECHNICIANS

Clinical Laboratory Assistant: 78(74)
Dairy Sanitation Aide: 38
Dental Hygienist: 16; 71(16-19); 72(175); 76(285-288); 78(73); 81
Dietetic Technician: 16; 76(317-320)
Electrocardiagraph (EKG) Technician: 72(179)
Electroencephalograph (EEG) Technician: 72(180)
Health Record Technician:
Health Therapist: 20(117)
Histologic Technician: 76(513-516)
Industrial Hygienist: 16
Mental Health Technician: 76(657-660)
Medical Laboratory Assistant: 72(188); 76(649-652)
Medical Laboratory Technologist: 20(127); 71(46-52)
Medical Technologist: 72(191); 76(653-656)
Occupational Therapy Aide: 70; 78(77)
Paramedic: 76(759-762)
Physician Assistant: 20(170)
Psychiatric Technician: 72(198)
Radiation Monitor: 16
Radiologic Technician: 78(72)
Radiological Health Specialist: 16
X-Ray Technologist: 20(116); 71(119-125); 72(199); 76(1186-1189)

JOB LIST

JOB: RESOURCE NO. (PAGE NO.)

C. TECHNICIANS except health

Air Traffic Controller: 20(36); 72(229)
Airline Pilot/Co-pilot: 20(176); 72(258); 76(807-810)
Auto Body Technician: 57
Automotive Designer: 76(297-300)
Embalmer: 52(19-20)
Mortician: 20(151); 76(685-688)

D. COMPUTER SPECIALISTS

Computer Operator: 20(76); 33; 35(123-144); 39; 72(106); 76(241-244); 88(1-5); 95(7-8)
Computer Equipment Operator: 72(107); 78(23); 88(1-5); 95(6-7)
Computer Programmer: 20(184); 33; 76(862-865); 88(1-5); 95(9)
Computer Systems Analyst: 20(184); 72(111); 88(1-5); 95(10)
Computer Systems Programmer: 72(112)

E. WRITERS, ARTISTS, ENTERTAINERS

Actor/Actress: 72(2-5)
Artist: 76(66-69)
Athlete: 20(183); 76(858-861)
Athletic Coach: 76(225-228)
Bowling Alley Manager: 91(42)
Broadcast Technician: 20(52)
Cartoonist: 76(185-188)
Commercial Artist: 20(73); 72(212); 76(237-240); 78(66)
Control Room Technician: 72(236)
Copywriter: 72(147); 78(64)
Cruise Social Director: 91(58)
Dancer: 72(213); 76(277-280);
Disc Jockey: 76(321-324)

JOB: RESOURCE NO. (PAGE NO.)

Drama Coach: 76(229-232)
Fashion Designer: 72(215); 76(301-304); 78(67)
Freelance Writer: 20(108); 76(1182-1185)
Graphic Artist: 58; 72(164)
Illustrator: 72(151)
Interior Decorator, Designer: 20(122); 72(216); 76 (545-548)
Journalist: 72(222); 76(549-552)
Lifeguard: 91(46)
Make-Up Artist: 52(7-8)
Medical Illustrator: 16
Musician: 76(695-698); 91(49)
Newspaper Artist: 49; 50
Newspaper Copy Editor: 49; 50
Newspaper Editorial Writer: 49; 50
Newspaper Photographer: 49; 50
Newspaper Reporter: 49; 50
Newspaper Wire Editor: 49; 50
Photographer: 20(166); 72(159); 76(795-798); 78(68)
Photography Technician: 65
Playwright: 76(815-818)
Process Artist: 72(161)
Public Relations Worker: 72(085)
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Radio, T.V. Announcer: 20(190); 72(221); 76(882-885)
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Script Writer: 72(223)
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Technical Writer: 72(272)
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F. OTHER TECHNICAL

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Air Pollution Inspector: 17(19-29)
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Apparel Designer: 83(31-37)
Athletic Field Superintendent: 24(6, 13)
Audiovisual Specialist: 72(231)
Aviation Educator: 53
Clergyman: 72(278); 76(677-680)
Conservation Technician: 9(14-15, 45-47)
Environmental Aide: 16
Environmental Technician: 16; 26(19, 45-50); 71(106-109); 76(381-384)
Extension Agent: 86(22-27)
Fashion Coordinator: 78(53)
Food Processing Technician: 78(52)
Forest Technician: 13; 26(14, 28-31); 30
Forester: 13; 20(104); 72(206); 76(445-448)
Forestry Aide: 13; 20(105); 26(14, 28-31); 27(14-15, 29-30); 72(207); 76(449-452); 91(15)
Golf Course Greenskeeper: 24(5, 8, 10); 42; 91(45)
Golf Course Superintendent: 42; 76(493-496)
Environmental Health Inspector: 26(19, 50-56)
Horse Trainer: 76(1126-1129)
Medical Librarian: 16
Mine Conservation Technician: 13
Mining Area Technician: 13
Missionary: 76(681-684)
Park Aide/Technician: 26(16, 34-35)
Park Ranger: 16; 19; 76(763-766)
Park Ranger Naturalist: 13
Peace Corps Volunteer: 72(294); 76(771-774)
Planning Aide: 72(296)
Politician: 76(834-837)
Power Engineer: 94(9-10)
Range Manager: 13(52-53)

JOB: RESOURCE NO. (PAGE NO.)

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Swimming Instructor: 76(1062-1065)
Traffic Engineering Aide: 72(253)
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Vista Volunteer: 72(311)
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II. MANAGERS, OFFICIALS, PROPRIETORS

A. BUYERS, SALES, LOAN MANAGERS

Antique Dealer:
Buyer: 72(062); 76(161-164); 78(105-111)
Credit Manager: 72(070)
Department Store Manager: 56(17-18); 76(633-636)
Farm Equipment Dealer: 36(8, 55)
Farm Store Manager: 42
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Florist: 2; 25; 42; 76(429-432); 78(8)
Flower Shop Retailer: 13
Garden Center Manager: 6(4); 10
Hospital Purchasing Agent: 16
Landscape Service Manager: 42
Livestock Buyer: 38
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Marketing Representative: 56(4-5)
Purchasing Agent: 2; 20(58); 72(086)
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Small Business Manager: 2; 7(42-73)
Store Manager Assistant: 78(107)

JOB LIST

JOB: RESOURCE NO. (PAGE NO.)

B. ADMINISTRATORS, PUBLIC INSPECTORS

Construction Inspector: 60(40-44); 76(249-252)
Construction Manager: 60(46-48)
Electrical Installation Inspector: 46
Fish and Game Warden: 13; 21; 76(421-424)
Food and Drug Inspector: 16
Game Protector: 21; 36
Health Information Specialist: 16
Health Service Administrator: 20(115)
Horticulture Extension Agent: 5(5)
Hospital Public Relations Director: 16
Livestock Inspector: 38
Local Health Officer: 16
Meat and Poultry Inspector: 3(1-17, 20-29)
Park and Highway Manager: 42
Zoning Inspector: 13(45)

C. OTHER MANAGERS, OFFICIALS, PROPRIETORS

Administrative Assistant: 2; 35(17-38); 59; 72(051)
Administrator: 35(16-41)
Building Contractor: 60(13-14)
Caterer: 2
Contractor: 76(257-260)
Food Production Manager: 48
Funeral Director: 52(18)
Grounds Foreman/Superintendent: 1; 6(5); 84(34-37)
Hotel Manager: 20(119); 72(289); 80(3-5)
Nursery Office Manager: 4(20)
Park Foreman: 91(18)
Personnel Manager: 2; 20(164); 76(783-786)
Plant Manager: 76(811-814)
Production Superintendent: 20(182)
Radio, T.V. Technical Director: 72(271)

JOB: RESOURCE NO. (PAGE NO.)

Restaurant Manager: 48; 80(11-14); 91(11)
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Ship Purser: 52(16-17)
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III. SALES WORKERS

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Advertising Layout Worker: 78(65)
Advertising Salesworker: 72(052)
Agricultural Equipment Salesworker: 86(17-21)
Arborist Salesworker: 42
Auctioneer: 56(26-27)
Auto Upholstery Salesworker:
Automobile Salesworker: 2; 20(42); 76(922-925)
Business Services Salesworker: 20(57); 56(18-20)
Chemical and Drugs Salesworker: 76(926-929)
Comparison Shopper: 78(54)
Computer Marketing Representative: 39
Customer Service Specialist: 78(118)
Dairy and Livestock Sales Agent: 86(28-35)
Display Person: 72(214); 78(117)
Fashion Merchandiser: 83(21-26)
Feed Sales Clerk: 1; 37
Fertilizer and Chemical Sales Clerk: 15; 37
Food, Beverage and Tobacco Salesperson: 76(930-933)
Furniture Sales Clerk: 72(073); 76(461-464)
Garden Center Sales Clerk: 2; 6(8-9); 10; 36(15, 39-42)
Grocery Clerk: 76(497-500)
Horticulture Equipment Services Clerk: 2; 36(16, 45-48)
Industrial Equipment Clerk: 76(934-937)
Insurance Sales: 2; 20(121); 33; 56(21-22); 72(074) 76(541-544)
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Meat Clerk: 78(112)

JOB: RESOURCE NO. (PAGE NO.)

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Nursery Clerk: 3(8); 4(7-8, 17); 5(6); 6(7)
Nursery Stock Person: 4(18)
Office Machine Salesworker: 72(081)
Produce Clerk: 54
Real Estate Property Manager: 2
Real Estate Salesperson: 2; 20(197); 33; 56(23); 72(087); 78(108)
Retail Florist Clerk: 7(8); 36(12-13, 25-28); 42
Sales Clerk: 20(209); 33; 45; 56(15-16); 72(089); 76(293-296); 78(114-115)
Sales Correspondent: 78(109)
Securities Agent: 20(221); 56(24-25); 72(092)
Sporting Goods Salesperson: 91(67)
Stockbroker: 76(1038-1041)
Technical and Sales Representative: 56(7-8)
Telephone Service Representative: 72(099); 76(1106-1109)
Travel Agent: 56(25-26); 76(1134-1137); 78(88); 91(62)
Turf Supplies Clerk: 24(9)
Wholesale Sales Representative: 56(5-6)
Wholesale Salesworker: 72(102)

CLERICAL WORKERS

A. STENOGRAPHERS, TYPISTS, SECRETARIES

Bilingual Secretary: 35(229-232)
Correspondence Specialist: 59; 93(10)
Correspondence Supervisor: 59
Court Reporter: 35(258-264); 72(068)
Executive Secretary: 35(237-242)
Legal Secretary: 35(243-249); 59; 72(078); 76(585-588); 78(13)
Nursery Clerk-Typist: 4(16)
School Secretary: 35(233-236); 59

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Secretary: 20(220); 33; 59; 72(091); 76(485-488); 78(15); 93(4-5)
Stenographer: 33; 35(265-268); 59; 72(094); 76(1030-1033); 78(16); 93(5)
Technical Secretary: 35(269-272)
Technical Typist: 72(096)
Typist: 20(71); 33; 45; 59; 72(066); 76(217-220); 78(20); 93(6)
Word Processor: 2

B. OFFICE MACHINE OPERATORS

Billing and Bookkeeping Machine Operator: 2; 33; 72(059, 061); 78(25); 93(15)
Blueprinting Machine Operator: 72(145)
Calculating Machine Operator: 72(063); 93(16)
Card/Tape Converter Operator: 72(103); 95(6)
Duplicating Machine Operator: 72(150); 76(727-734); 93(17)
Key-Punch Operator: 2; 20(123); 39; 59; 72(077); 76(557-560); 78(24); 88(1-5); 93(16); 95(6)
Multilith Operator: 72(157)
Office Machine Operator: 20(154); 45; 93(18)
Proof Machine Operator: 40; 72(084)
Tabulating Machine Operator: 33; 72(113)
Telegraphic-Typewriter Operator: 72(097)
Transcribing Machine Operator: 72(100)
Verifier Operator: 93(16); 95(6)

C. OTHER CLERICAL WORKERS

Accounting Clerk: 20(50); 35(99-101); 72(050); 76(6-9); 78(27)
Adjustment Clerk: 76(10-13)

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JOB: RESOURCE NO. (PAGE NO.)

Air Freight Agent: 72(053)
Alarm Investigator: 43
Audit Clerk: 72(054)
Auto Parts Clerk: 2; 72(028); 75
Bank Clerk: 72(055); 76(106-109); 93(12)
Bank Teller: 2; 20(64); 40; 72(057); 76(110-113); 78(110); 93(9)
Bill Collector: 2; 76(122-125)
Billing Clerk: 72(058)
Bookkeeper: 2; 33; 72(060); 76(134-137); 78(21); 93(9)
Cashier: 20(64); 33; 45; 52; 72(064); 76(189-192); 78(22); 93(9)
Catalog Order Clerk: 72(065)
City Dispatcher: G-33
Clerical Worker: 35(74-93)
Collection Clerk: 72(067)
Computer Input-Output Control Clerk: 72(105)
Computer Tape Librarian: 72(114)
Construction Estimator: 60(34-36)
Construction Expediter: 60(36-38)
Control Clerk: 39
Copy Reader: 72(146)
Cost Clerk: 93(14)
Counterclerk: 72(282); 76(213-216)
Credit Clerk: 72(069)
Credit Investigator: 43
Dietetic Clerk: 16
Employment Interviewer: 76(389-392)
Estimator: 76(377-380)
Farm Equipment Parts Clerk: 1; 9(13, 42-43)
Field Interviewer: 78(113)
File Clerk: 45; 72(071); 76(413-416); 78(18)
Finance Clerk: 93(12)
Food Store Clerk: 54
General Office Clerk: 33; 72(080); 76(723-726); 78(19); 93(20)
Grocery Box Boy: 20(112); 72(283); 76(141)
Grocery Checker: 72(072)

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Health Statistician Clerk: 16
Heavy Equipment Parts Clerk: 60(52-54)
Hospital Admitting Clerk: 72(170)
Hospital Ward Clerk: 72(202); 76(1154-1157)
Hotel Front Office Clerk: 72(287); 76(517-520); 78(89); 80(5-7); 91(30)
Insurance Adjuster: G-33
Insurance Clerk: 72(075)
Insurance Investigator (Fire): 43
Library Assistant: 20(133); 72(292); 76(593-596); 78(63, 127); 87(19-20, 23-24, 27, 30, 34-41); 89(15-17, 36-37, 41-43, 45-46, 48-49)
Loan Teller: 41
Mail Clerk: 45; 93(11)
Mail Carrier: 20(140); 72(293); 76(625-628)
Maintenance Scheduler:
Medical Office Assistant:
Medical Records Clerk: 2; 72(189)
Medical Records Librarian: 71(41-45); 72(190)
Medical Secretary: 35(250-255); 59; 76(954-957); 78(14)
Meter Reader: 76(673-676)
Mortgage Clerk: 40
Office Messenger: 20(143); 45; 76(661-664)
Office Service Aide: 59
Order Clerk: 93(8)
PBX Operator: 72(082)
Payroll Clerk: 2; 45; 76(767-770); 78(26); 93(14)
Personnel Clerk: 72(295); 76(779-782); 78(17); 93(10-11)
Post Office Clerk: 72(083); 76(838-841)
Posting Clerk: 93(14)
Price Estimator:
Production Clerk: 76(850-853); 93(19)
Proofreader:
Quality Control Clerk:
Radio Dispatcher: 72(249-250)
Railroad Clerk: 20(193)
Receptionist: 2; 20(198); 59; 72(088); 76(898-901); 78(28); 93(7)

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Remittance Clerk: 40
Restaurant Cashier: 91(9)
Road Dispatcher: G-33
Securities Clerk (Banking): 40
School Clerical Aide: 2
Shipping Clerk: 20(228); 33; 45; 72(093); 76(986-989); 93(19)
Statistical Clerk: 93(13)
Stock Clerk: 20(240); 45; 93(20)
Stock Transfer Clerk (Banking): 40
Stop Payment Clerk: 40
Storekeeper:
Teacher Aide: 2; 20(242); 76(1082-1085)
Telephone Operator: 20(244); 33; 72(098); 76(1098-1101); 93(8)
Telephone Operator-Traffic: 47
Telephone Pay Station Collector: 47
Telephone Service Clerk: 47
Timekeeper:
Tool Room Attendant: 72(252)
Trust-Mail Clerk (Banking): 40
Warehouse Stock Clerk: 33; 72(095); 76(1042-1045); 78(119)

V. CRAFTS AND KINDRED WORKERS

A. CONSTRUCTION CRAFTS WORKERS

Agricultural Electrician: 26(16, 35-36, 49-50)
Agriculture Structure Erector: 9(15, 23-25, 33-34, 48-49)
Brick Mason: 20(51); 60(87-88); 76(146-152); 92(12-13)
Bulldozer Operator: 20(54)
Carpenter: 20(62); 33; 58; 60(8-18); 72(233); 76(177-184); 78(47); 92(11-12); 97(22-28)
Cement Mason: 20(71); 60(91-93); 76(193-200); 92(21); 97(28-30)
Construction Electrician: 60(77-78); 92(16); 97(30-34)

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Crane Operator:
Dock Builder: 61
Electrician: 20(91); 72(77-78); 76(369-376); 78(43)
Excavating Equipment Operator: 76(397-400)
Form Stripper (Concrete Plant): 76(453-456)
Former: 60(8-11)
Heavy Equipment Operator: 20(158); 58; 60(49-52); 72(244); 78(46); 92(24)
Ironworker (Structural and Ornamental): 72(238); 78(41)
Lather: 97(59-60)
Maintenance Electrician: 60(78-80)
Marble Setter, Tile Setter and Terrazzo Worker: 60(95-97); 92(20-21)
Mason: 58; 60(87-97); 78(48); 92(12-13); 97(68-70)
Painter: 20(162); 33; 58; 60(19-21); 72(245); 76(751-758); 78(44); 92(22-23); 97(34-37)
Paperhanger: 60(19-21); 97(37-38)
Pipe Fitter: 58; 60(63-66); 78(50); 92(17-18); 97(41-45)
Plasterer: 20(173); 60(93-95); 78(45); 92(19-20); 97(39-41)
Plumber: 20(174); 58; 60(63-66); 72(247); 76(819-826); 78(49); 92(17-18); 97(41-45)
Roofer: 20(203); 33; 58; 60(11); 76(918-921); 92(15); 97(45-48)
Structural Metal Workers: 92(14)
Trimmer: 60(13)

B. BLUE COLLAR WORKER SUPERVISORS

Custodial Supervisor: 84(29-30, 37-38, 41-42)
Maintenance Foreman: 44
Metal Machinery Foreman: 76(665-668)
Production Foreman: 76(854-857)
Utilities and Maintenance Foreman: 44

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C. METALWORKING CRAFT WORKERS except mechanics

Automotive Machinist: 78(134)
Blacksmith/Forge Shop Worker: 20(46)
Foundry Worker: 20(107)
Layout Man:
Maintenance Machinist: 44
Millwright: 20(148); 60(70-72); 94(12-13)
Molder (Metal Worker): 20(150)
Patternmaker: 20(145); 78(96)
Sheet Metal Worker: 20(226); 58; 60(61-63); 76(978-985); 78(42); 92(18)
Tool and Die Maker: 20(246); 33; 76(1110-1113); 78(92)

D. MECHANICS, REPAIRERS, INSTALLERS

Agricultural Equipment Mechanic: 1; 9(12, 15, 28-32, 37-41, 47-48); 25; 29; 37; 76(401-408); 86(17-21); 94(9)
Air Conditioning, Refrigeration, Heating Mechanic: 20(118); 33; 58; 60(66-70); 72(117); 76(18-25); 78(94); 94(13-14)
Air Frame and Power Plant Mechanic: 20(37); 72(230); 76(30-33); 94(17-19)
Alarm Trouble Man: 43
Auto Body Repairer: 20(48); 72(021); 76(78-85); 78(139); 94(6-7)
Auto Brake, Wheel Alignment Mechanic: 76(031); 78(135)
Auto Service Specialist: 72(039)
Automobile Air-Conditioning Mechanic: 72(020)
Automobile Lubrication Specialist: 74
Automobile Mechanic: 20(41); 33; 58; 64; 72(022-023); 73; 76(86-93); 78(136); 94(4-6)
Automobile Muffler Installer: 72(024)
Automobile Painter: 33; 72(025)
Automobile Transmission Specialist: 72(026)

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Automotive Electrician: 78(140)
Automotive Radiator Repairer: 78(137)
Automotive Tune-Up Repairer: 72(030)
Bowling Pinsetting Machine Repairer: 94(26)
Building Maintenance Worker: 20(53); 33; 44; 68; 84(36-37)
Communication Equipment Repairer: 72(119)
Computer Maintenance Mechanic: 39
Data Processing Equipment Technician: 72(108); 38(1-5)
Diesel Mechanic: 72(034); 76(309-316); 78(138); 93(7-8); G-33
Electric Motor Repairer: 72(120)
Electrical Appliance Repairer: 20(38); 33; 46; 70; 72(121, 122, 131); 76(50-53); 78(95); 94(19-21)
Electrical Repairer: 72(124); 76(365-368)
Electromedical Equipment Repairer: 46
Electronic Systems Tester: 72(142)
Electronics Mechanic: 33; 72(128)
Elevator Mechanic: 60(72-75); 94(16-17); 97(52-53)
Equipment Installer: 72(129)
Farm Equipment Servicer: 1; 9(12, 41-42)
Furnace Installer and Repairer: 60(67); 72(130); 76(457-460); 78(99)
Furniture Repairer and Upholsterer: 33; 76(465-468)
Gas Burner Mechanic: 60(68-69); 94(22)
Gasoline Engine Repairer: 72(036)
Grain and Feed Mill Machine Repairer: 44
Heavy Equipment Mechanic: 20(148); 60(54-56); 78(93); 94(8-9)
Hospital Maintenance Worker: 16
Industrial Mechanic: 2; 76(521-528)
Instrument Repairer: 20(120); 72(132); 76(537-540); 94(15)
Lawn and Garden Equipment Mechanic: 1; 2; 28(54-56)
Maintenance Mechanic: 33; 44; 72(240-241); 76(629-632)
Marine Mechanic: 78(102); 94(10-11)
Motorcycle Mechanic: 72(038); 76(689-694)
Musical Instrument Repairer: 94(28)
Office Machine Repairer: 2; 46; 72(134); 78(29); 94(24-25)
Oil Burner Mechanic: 60(68); 94(21-22)

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Outboard-Motor Mechanic: 72(040)
Pump Installer:
Pump Repairer:
Radio and T.V. Repairer: 2; 20(191); 33; 58; 72(136, 137, 141); 76(886-893, 1102-1105); 78(32)
Recreational Vehicle Repairman: 91(59)
Sewing Machine Repairer: 76(970-973)
Small Appliance Repairer: 76(998-1001); 94(19-21)
Vending Machine Mechanic: 72(235); 94(25-26)
Waste Water Equipment: 2

E. PRINTING TRADE CRAFTS WORKERS

Bindery Worker: 72(144)
Compositor:
Job Printer: 72(152)
Linotype Operator: 72(153)
Lithographer: 2; 72(154, 155)
Offset Printer:
Offset Stripper:
Opticopy Operator:
Photoengraver: 72(158)
Platemaker-Photoproofer:
Pressman: 33; 72(156, 160, 162)
Printer: 20(179); 58; 78(37)
Typesetting Machine Operator: 72(167)

F. TRANSPORTATION, PUBLIC UTILITY CRAFTS

Crane Operator, Locomotive:
Electric Meter Tester: 46
Lineman: 20(135); 72(133); 76(601-608); 78(34)
Locomotive Engineer: 20(195); 76(385-388)
PBX Installer: 47
Telephone Cable Splicer: 47; 72(118); 78(36)

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Telephone Equipment Repairer: 47
Telephone Framer: 47; 72(139)
Telephone Installer-Repairer: 20(243); 47; 72(140)
Telephone Lineman: 47; 76(1094-1097)

G. OTHER CRAFTS, KINDRED WORKERS

Aircraft Electrical Inspector: 46
Auto Upholsterer: 72(027)
Baker and Pastry Chef: 2; 20(43); 48; 76(98-105); 78(58)
Cabinetmaker: 20(59); 33; 76(165-168); 78(40)
Candy Maker:
Cloth Inspector (Textile Mill): 76(221-224)
Dental Bite-Blockman: 81
Dental Lab Technician: 16; 71(20-23); 72(176); 78(85); 81
Dental Opaquer: 81
Dental Plasterman: 81
Electrical Equipment Tester (Aircraft Manufacturing): 46
Engraver:
Floor Covering Installer: 20(102); 60(26-28); 92(22); 97(53-55)
Glazier: 60(23-24); 92(19); 97(55-57)
Gunsmith: 76(505-509); 91(66); 94(27-28)
Handcrafters: 20(114)
Instrument Electrical Inspector: 46
Instrument Electromechanical Inspector: 46
Jeweler: 20(124); 72(217); 94(22-23)
Locksmith: 76(609-612); 94(27-28)
Lumber Grader and Inspector: 20(137)
Motion Picture Projectionist: 91(47)
Oil and Gas Inspector: 13
Optical Benchman: 72(266)
Optical Worker:
Optician:
Plastics Fabrication Operator: 72(246)
Quality Control Inspector: 20(189)
Ship/Boat Builder: 55; 61; 78(103)

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Shoe Repairer: 20(231)
Sign Painter: 72(224); 76(990-993)
Silk-Screen Printer: 72(163)
Solid Waste Manager: 17(31-41)
Stationary Engineer: 72(251)
Stone Cutter, Monuments:
Tailor: 2; 76(34-37)
Tool Inspector: 76(1118-1121)
Waste Treatment Operator: 17(1-8); 20(224); 78(61)
Watchmaker: 76(1158-1161); 94(22-23)
Water Treatment Operator: 17(9-18)
Window Trimmer: 78(69)

VI. OPERATIVES

A. SEMI-SKILLED METAL WORKING

Drill Press Operator: 76(345-348)
Electric Furnace Operator:
Engine Lathe Operator: 62
Foundry Operator: 58
Injection Molding Machine Operator: 33
Machine Set-Up Operator: 33; 76(962-965)
Machine Tool Operator: 20(138); 33
Machinist: 2; 20(139); 33; 58; 72(239); 76(613-620); 78(91)
Punch Press Operator: 76(874-877)
Solderer: 72(138)
Surface Grinder Operator: 63
Tool Grinder Operator: 76(1114-1117)
Welder: 9(15, 23-25, 33-34, 48-49); 58; 60(57-61); 61; 72(019, 033, 035, 037, 044, 045, 256); 76(1170-1173); 78(97)

B. SEMI-SKILLED TEXTILE

Battery Hand (Weaving): 76(114-117)
Card Tender: 76(173-176)
Drawing Tender: 76(341-344)
Feeder Tender: 76(735-738)
Folder and Turner: 76(437-440)
Fly Frame Tender: 76(433-436)
Garment Cutter: 76(473-476)
Garment Inspector: 76(477-480)
Knitting Machine Operator: 76(565-568)
Opener: 76(735-738)
Picker Tender: 76(803-806)
Sample Maker:
Sewing Machine Operator: 20(225); 33; 76(966-969)
Soabar Operator:
Spinner: 76(1014-1017)
Spinning Doffer: 76(1018-1021)
Spooler Tender: 76(1022-1025)
Textile Machine Operator: 20(245)
Weaver: 76(1166-1169)
Winder Operator: 76(1178-1181)

C. SEMI-SKILLED PACKING, INSPECTING

Assorter:
Bag Machine Operator: 76(94-97)
Bundler:
Examiner:
Hand Packager: 20(161); 76(509-512)
Order Picker:
Packer and Wrapper: 20(161)

D. OTHER OPERATIVES except inspecting

Asbestos and Insulation Worker: 60(22-23); 76(70-73); 92(18); 97(48-49)
Assembler:

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Brazer (Assembler): 72(032)
Automobile Truck Loader:
Blaster (Construction/Logging): 20(47)
Boiler Operator: 20(49)
Boiler Room Water Tender:
Cannery Worker: 20(60)
Chemical Operator: 33
Chipper and Grinder:
Chipper Operator:
Clothing Presser: 33; 52(21); 76(842-845)
Dairy Plant Worker: 1
Darkroom Technician: 72(148)
Drapery Seamstress: 76(337-340)
Drywall Applicator: 60(24-26); 97(70)
Electrical Appliance Assembler: 76(361-364)
Electronic Assembler: 20(92); 72(127); 78(33)
Farm Chemical Applicator: 1; 37
Farm Machine and Equipment Operator: 8(14-15, 23, 25, 76-82); 9(17-22)
Fruit and Vegetable Processor: 32
Furniture Making Machine Operator: 20(110)
Grounds Equipment Operator: 84(40-41)
Hospital Laundry Worker: 16
Kiln Operator:
Knife Grinder:
Laundry and Drycleaning Operator: 20(129); 52(20-21); 83(56-60)
Meat Cutter: 1; 20(142); 38; 72(242); 76(910-917); 78(57)
Merchant Marine Seaman: 61; 76(946-949)
Metal Refining Worker: 20(144)
Petroleum Processing Worker: 20(165)
Planer Mill Workers: 20(172)
Production Assembler: 20(180)
Production Painter and Finisher: 20(181)
Pulp and Paper Workers: 20(188)
Ride Operator: 91(50)
Rubber and Chemical Process Workers: 20(206)

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Rubber and Plastics Fabricator: 20(207)
Saw Filer/Tool Sharpener: 20(212)
Sawmill Worker: 1; 20(213-218); 25; 27(18-19, 33-34); 30
Seamstress: 76(950-953)
Service Station Attendant: 5; 11; 20(223); 72(041); 76(958-961); 78(141); 91(60)
Sports Equipment Assembler: 76(1026-1029)
Sprinkler (Mining): 43
Tape Perforator (Newspaper): 72(165)
Tire Recapper: 72(042)
Tire Service Repairer: 72(043)
Veneer Workers: 20(251-253)
Well Driller:
Woodworking Machine Operator: 20(256)

E. TRANSPORT EQUIPMENT OPERATIVES

Ambulance Driver: 72(259); 76(38-41)
Automobile Truck Driver:
Bus Driver: 20(55); 72(232); 76(157-160, 1066-1069); 91(57)
City Driver: G-33
Deliveryman (Chemicals): 37
Forklift Operator: 20(106)
Industrial Truck Operator: 76(529-532)
Power Truck Operator: 72(248)
Railroad Brakeman: 20(192); 76(142-145)
Railroad Conductor: 20(194)
Road Driver: G-33
Routeworker: 20(205); 37; 72(090); 76(353-356)
Safety Supervisor: G-33
Ski Lift Operator: 91(40)
Taxi Driver: 76(1066-1069)
Truck Driver (Local): 20(247); 72(255); 76(1138-1141)
Truck Driver (Long Haul): 20(247); 72(255); 76(1142-1145)
Tugboat Captain: 61

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VII. SERVICE WORKERS

A. CLEANING SERVICE WORKERS

Carpet Cleaner:
Custodian, Building: 20(123); 72(284); 76(273-276); 78(125); 84(22-27, 31-33, 39-40, 47-49); 91(27)
Custodian-Head: 84(30-31, 38-39, 42-46)
Head Housekeeper: 80(7-8)
School Matron: 84(46-47)
Sexton: 76(974-977)

B. FOOD SERVICE WORKERS

Bartender: 20(45); 80(22-23); 91(64)
Busboy (Restaurant, Cafeteria): 76(153-156); 91(3)
Car Hop: 91(4)
Chef and Cook: 20(66, 109); 33; 48; 72(280); 76(261-264); 78(55); 80(14-18); 91(5, 8)
Dishwasher: 76(325-328); 91(7)
Food Assembler (Commissary Kitchen): 76(441-444)
Food Checker: 48
Kitchen Helper: 20(126); 76(561-564); 78(122); 91(6)
Menu Maker: 48; 80(18)
Pantry Supervisor (Salad and Sandwich Maker): 48
Restaurant Hostess: 91(10)

C. HEALTH SERVICE WORKERS

Community Health Worker: 69
Dental Assistant: 16; 71(12-15); 72(174); 76(281-284); 78(78); 81
Dispensary Attendant:
Health Service Worker: 18(5-14, 82-83)

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Home Attendant (Health Aide): 72(181)
Licensed Practical Nurse: 20(134); 33; 71(62-63); 72(185); 76(597-600); 78(80)
Medical Assistant: 16; 72(187); 76(645-648); 78(76)
Hospital Orderly: 20(153); 72(193); 76(743-746); 78(83)
Nursing Assistant Aide: 20(153); 71(64); 72(192); 76(711-714); 78(82)
Physical Therapy Assistant: 72(195); 78(84)
Psychiatric Aide: 10(67)
Surgical-Technical Aide: 71(66); 72(201); 76(1054-1057); 78(79)

D. PERSONAL SERVICE WORKERS

Airline Stewardess/Steward: 20(101); 72(276); 76(1034-1037); 78(133); 91(56)
Barber: 20(44); 52(2-3); 72(171)
Beautician: 33; 52(4-5)
Bellman: 76(118-121); 91(24)
Camp Counselor: 76(269-272); 91(33)
Child Care Worker: 18; 20(67); 72(277); 76(205-208); 78(56); 91(65)
Cosmetologist: 52(5-6); 72(172); 76(265-268); 78(123)
Dude Ranch Wrangler: 91(35)
Electrologist: 52(10)
Fishing and Hunting Guide: 13; 26(16, 35-36); 91(36)
Fishing and Hunting Packer: 91(37)
Flight Attendant: 52(13-14)
Golf Caddy: 91(44)
Hospital Maid: 72(182)
Hospital Porter: 72(183)
Hotel, Motel Maid: 20(204); 76(621-624); 91(25)
Hotel Valet: 91(28)
Linen Attendent: 91(26)
Manicurist: 72(186)
Masseur/Masseuse: 52(11)
Newspaper Carrier: 20(152)

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Powder Room Attendant: 91(29)
Probation Officer: 72(298)
Rail Steward: 52(12-13)
Recreation Aide: 20(199)
Reducing Salon Attendant: 78(124)
Roller Skate Patrolman: 91(51)
Ship Steward: 52(15)
Social Service Aide: 20(235)
Theatre Usher: 91(53)
Ticket Taker: 91(54)
Tour Guide: 76(1122-1125); 80(25-26); 91(61)
Travel Escort: 80(23-25)
Waiter/Waitress: 20(255); 33; 72(312); 76(1150-1153); 78(121); 80(19-21); 91(12)
Wig Dresser (Stylist): 72(203)

E. PROTECTIVE AND SERVICE WORKERS

Alarm Operator: 43
Armed Forces--Women: 72(313); 82
Compliance Investigator: 43
Conservation Police Trainee: 26(18, 45)
Detective: 76(305-308)
F.B.I. Agent: 76(1006-1009)
Firefighter: 20(99); 43; 67; 72(237); 76(417-420); 78(130)
Fire Inspector: 43
Fire Lookout: 43
Fire Safety Inspector: 43
Fire Warden: 43
Forest Fire Assistant: 43
Forest Fire Fighter: 43
Forest Fire Patrolman: 27(15-16, 31-32); 43
Gasman: 43
Police Patrolman: 20(130); 33; 72(297); 76(830-833); 78(131)
Smoke Jumper: 43

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U.S. Air Force: 72(305); 76(26-29); 82
U.S. Army: 20(146); 72(306); 76(62-65); 82
U.S. Coast Guard: 20(146); 72(307); 76(233-236); 82
U.S. Marine Corps: 20(146); 72(308); 76(637-640); 82
U.S. National Guard: 76(699-702); 82
U.S. Navy: 20(146); 72(309); 76(703-706); 82
Watchman (Guard): 20(222); 76(1162-1165); 78(129); 91(48)

F. PRIVATE HOUSEHOLD WORKERS

Domestic Service Worker: 52(22); 72(285)

VIII. LABORERS except farm

Animal Caretaker: 72(260)
Animal Health Assistant: 1; 3
Arborist Service Laborer: 42
Boat Boy: 91(32)
Campground Caretaker: 13(58-59); 91(34)
Car Bracer (Warehouse):
Car Loader (Warehouse): 20(67)
Chokersetter (Logging): 20(69)
Concrete Plant Laborer: 76(245-248)
Construction Materials Distribution: 60(44-46)
Construction Worker: 76(253-256); 92(23); 97(70-72)
Cordwood Cutter: 27(17-18, 33)
Dock Worker: G-33
Faller: 20(96); 27(16-17, 32-33)
Farm and Garden Supplies Laborer: 42
Feed Mill Worker: 1; 38
Fertilizer Plant Worker: 1
Fish Hatchery Worker: 13; 31; 76(425-428)
Fisherman: 20(74); 61
Forest Protection Worker: 30
Garbage Collector: 76(469-472)

JOB: RESOURCE NO. (PAGE NO.)

Groundskeeper: 20(113); 24(12); 72(208); 76(501-504); 84(27-29, 35-36)
Insect Production Worker: 22
Landscape Gardener: 2; 6(10); 12; 24(11); 36(13-14, 31-33); 42; 60(28-30); 76(573-576); 78(11)
Laundry Worker: 52(20-21); 76(577-580)
Logger: 1; 30
Longshoreman: 61
Lumber Yard Worker: 20(260)
Maintenance Laborer: 38
Material Handler (Loader):
Park and Highway Laborer: 42
Park Worker: 1; 6(6); 13; 27(19, 34-35); 36(14, 33-36)
Pest Control Worker: 76(787-790)
Pharmacy Helper: 72(194)
Plywood Laborer: 20(175-178)
Rag and Paper Unloader:
Rags Laborer: 76(894-897)
Railroad Laborer: 20(196)
Spreader:
Stocker:
Street Cleaner: 76(1046-1049)
Taxidermist's Apprentice: 91(68)
Transportation Cleaner: 76(1130-1133)
Veterinary Hospital Attendant: 3; 78(9)
Warehouseman: 72(101)
Yard Laborer (Paper Mill): 76(1190-1193)

IX. FARMERS AND FARM WORKERS

A. FARMERS AND FARM MANAGERS

Beef Farmer: 1; 8(11-12, 16-19, 41-50)
Cereal Grain Farmer: 1; 8(12-13, 20-23, 55-62)
Christmas Tree Producer: 30
Dairy Farmer: 1; 25

JOB: RESOURCE NO. (PAGE NO.)

Farm Manager (Owner-Operator): 1; 20(98)
Farmer: 4; 5(575-582); 20(98)
Floriculture: 7; 78(7)
Forage Crop Farmer: 1; 8(13-14, 20-23, 68-76)
Greenhouse Manager/Foreman: 11(2-4, 5, 7); 42
Greenhouse Technician: 11(6)
Horse Breeder: 25
Nursery Farmer: 4(6, 26, 27, 28)
Nursery Foreman: 4(19)
Nursery Jobber: 4
Nursery Propagator: 4(25)
Oil Crop (Soybean) Farmer: 8(13, 20-23, 62-68)
Orchardist: 14
Plant Breeder: 4(23)
Swine Farmer: 1; 8(11, 16-19, 28-41)
Truck Farmer: 1

B. FARM LABORERS, FARM SUPERVISORS

Farm Hand: 20(97, 219); 72(205); 76(481-484)
Greenhouse Worker: 1; 11(8, 9); 36(13, 28-30); 42
Horse Farm Hand: 1
Nursery Worker: 4(15); 27(20, 35-37); 36(14-15, 36-39); 42; 78(10)
Sheep Ranch Worker: 77(8-48)
Tree Planter: 27(20-21, 37-38)
Tree Service Worker: 1; 27(21, 38-39); 42
Tree Surgeon Assistant: 36(12, 22-25)

JOB LIST

JOB: RESOURCE NO. (PAGE NO.)	JOB: RESOURCE NO. (PAGE NO.)

JOB LIST

JOB: RESOURCE NO. (PAGE NO.)	JOB: RESOURCE NO. (PAGE NO.)

SECTION II

RESOURCES

1. Specific Resources B-1

2. General Resources C-1

SPECIFIC RESOURCES

USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
		X				1. "An Empirical Determination of Tasks Essential to Successful Performance as a ( ): Determination of a Common Core of Basic Skills in Agri-Business and Natural Resources" (1975) Byrd, Edwards, Miller, et al. Ohio State University Dept. of Agricultural Education Columbus, Ohio 43210 ERIC DOCUMENT SERIES # ED 115-793 through ED 115-820 115 813 Agri-industrial equipment dealership parts 115 815 Agri-industrial equipment mechanic 115 814 Agri-industrial equipment set-up and delivery 115 809 All-round logger 115 816 Animal health assistant 115 796 Beef farmer 115 807 Building & grounds foreman 115 817 Bulk fertilizer plant worker 115 818 Chemical applicator 115 800 Commercial vegetable producer 115 802 Dairy farmer 115 804 Dairy plant worker 115 801 Farm manager (owner-operator) 115 820 Feed mill worker 115 819 Feed salesman 115 805 Floral designer 115 799 Forage producer 115 798 Grain farmer 115 812 Greenhouse worker 115 797 Horse farmhand 115 794 Lawn & garden equipment mechanic 115 803 Meat cutter 115 806 Park worker 115 793 Retail landscape & garden store sales 115 808 Sawmill worker 115 811 Soil conservation district aid 115 795 Swine farmer 115 810 Tree service worker A series of analyses of jobs in agri-business and natural resources. Each identifies a common core of specific tasks, grouped under duty areas, which are essential for success in this occupation. Includes a brief definition of the job.

AVAILABILITY						
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
		X				2. "An Analysis of the ( ) Occupation" (1975) Six, Harnish, Frazer, Cross, et al. Instructional Materials Laboratory Trade & Industrial Education The Ohio State University Columbus, Ohio 43210 ERIC DOCUMENT SERIES # ED 107-947 through ED 108-002 107 994 Administrative Assisting 107 996 Air Conditioning, Refrigerating & Heating 107 947 Alteration Specialist 107 948 Auto Body Repair 107 949 Auto Mechanic 107 950 Auto Parts Counterperson 107 951 Automobile Sales 107 952 Automotive Service 107 953 Baking
X		X				107 999 Bank Teller
						107 954 Billing & Bookkeeping Machine Operator 107 955 Bookkeeping
X		X				107 956 Carpentry
						108 001 Catering 107 957 Commercial Art
X		X				108 002 Credit Collection
						107 958 Credit Investigation 107 995 Data Processing 107 959 Dental Assisting 108 000 Diesel Truck Mechanic 107 960 Drafting 107 961 Garden Center 107 962 Florist Wholesale 107 992 Florticulture Equipment & Services 107 963 Information Receptionist 107 964 Industrial Mechanics 107 965 Industrial Sales 107 966 Insurance Sales 107 967 Insurance Underwriting 107 968 Laboratory Assisting 107 969 Landscaping 107 970 Lithographic Printing 107 971 Machine Trades 107 972 Medical Records Clerking

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						2. continued 107 973 Nursery School Teacher Aide 107 974 Payroll Clerking 107 975 Personal (Personnel) Managing 107 977 Purchasing 107 978 Real Estate 107 976 Real Estate Property Managing 107 997 Residential Electricity 107 979 Residential Remodeling 107 980 Retail Florist 107 981 Secondary School Clerical Aide 107 982 Small Business Managing 107 983 Small Engine Repair 107 984 Telecommunications 107 985 Television and Radio Service 107 986 Terminal Clerking 107 987 Terminal Dispatching 107 988 Terminal Materials Handling 107 989 Turf Specialist 107 990 Typewriting Service Specialist 107 998 Waste Water Treatment Mechanic 107 991 Welding 107 993 Word Processing A series of occupational analyses. Each contains statements of the tasks performed by workers in the occupation followed by an analyses of 1) the tools, equipment, materials acted upon, 2) performance knowledge required, 3) safety hazards, 4) science & math skills needed and, 5) communication skills needed to successfully complete the task.
				X		3. "Veterinary Science Technology" (1975) Curriculum Development Center Vocational Education University of Kentucky Lexington, Kentucky Overview of the career and occupational opportunities in the expanding paraprofessional area of veterinary science technology. Complete listing of post high school courses involved in training for these jobs. CCO 499-03 (Free Copy)

AVAILABILITY						RESOURCE LIST
	USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
	X	X					4. "Nursery Production: A Student Handbook" (1971) Pennsylvania State University College of Agriculture Department of Agricultural Education University Park, Pennsylvania Instructs student in all aspects of nursery production. Includes brief job descriptions from entry level to management positions. Selected pages designate career briefs. CCO 404-05 PA 051-183
	X	X					5. "Landscape Design: A Student Handbook" (1968) Pennsylvania State University College of Agriculture Department of Agricultural Education University Park, Pennsylvania Covers all aspects of landscape design. Career briefs are included. CCO 404-09 PA 051-179
	X	X					6. "Landscape Maintenance and Establishment: A Student Handbook" (1968) Pennsylvania State University Department of Agricultural Education University Park, Pennsylvania Selected pages designate job briefs; entire document informs student of all aspects of landscaping. CC 0404-07 PA 051-185

AVAILABILITY						RESOURCE LIST
	USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
	X	X					7. "Retail Flower Shop Operation and Management: A Student Handbook" (1968) Pennsylvania State University Department of Agricultural Education University Park, Pennsylvania Selected pages designate job briefs; entire document reviews the various aspects of retail flower production. CCO 404-03 PA 051-177
	X	X					8. "Agricultural Production: Program Planning Guide. Volume I" (1975) William Rich & Eugene Wood Agricultural Industries Department School of Agriculture Southern Illinois University Carbondale, Illinois 62901 Lists competencies essential for entry into selected agri-production jobs as well as competencies for advancement. CCO 400-18 ED 116-006
	X	X					9. "Agricultural Mechanics: Program Planning Guide. Volume III" (1975) Bristol, Benton K. Southern Illinois University Department of Agricultural Industries Carbondale, Illinois 62901 Lists competencies essential for selected entry-level jobs in agricultural mechanics as well as competencies required for advancement. CCO 402-02 ED 116-008

AVAILABILITY						RESOURCE LIST
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	X					10. "Planning & Operating a Garden Center" (1970) R. L. Courson Vocational Agriculture Service Illinois University Urbana, Illinois Specific information for those students interested in establishing a garden center as an extension of greenhouse, nursery and retail flower sales work. VT 011-609 (ED 052-390)
X	X					11. "Greenhouse Crop Production: A Student Handbook" (1969) Penn State University Department of Agricultural Education Teacher Education Series University Park, PA 16802 Selected pages contain job briefs; entire book available on microfiche. Informative in all aspects of greenhouse production. CCO 404-13 PA 051-175
	X					12. "Student Study Guide for Landscape Gardener" (1974) Harold Binkley Department of Vocational Education University of Kentucky Lexington, Kentucky Self-study guide for individuals interested in landscape gardening. Lists 18 separate lessons concerning the job. VT 100-646 (ED 094-272)

USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
		X				13. "Exploring Occupations in the Natural Resources" (1973) Mortensen, James H., et al. Department of Agricultural Education Pennsylvania State University University Park, Pennsylvania Divided into 2 sections; Section A assists students in educational & vocational selection; Section B contains information on duties and characteristics of job qualifications necessary, employment prospects, and opportunities for advancement. ED 099-495
		X				14. "Tree Fruit Production" (1975) Robert C. O'Bryan Division of Vocational Education University of Kentucky Lexington, Kentucky Very specific resource. Takes student thru 10-lesson units covering the basic areas of tree-fruit production--how to select a site, propagating fruit trees, pruning, soil management, etc. ED 112-255
		X				15. "Individual Student Study Guide for Fertilizer & Chemical Sales" (1974) Harold Binkley Department of Vocational Education University of Kentucky Lexington, Kentucky Assists the agri-business worker with 19 separate lessons concerning the job of selling farm chemicals. VT 100-645 (ED 094-272)

AVAILABILITY						RESOURCE LIST
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
	X					16. "Health Careers Guidebook" (1972) Superintendent of Documents U. S. Government Printing Office Washington, DC 20402 Brief overview of the health field along with information on career planning, sources of financial aid, and descriptions of more than 20 health occupations. ED 078-187
X	X					17. "Occupational Opportunities in Environmental Management" (1972) John H. Hillison & others Department of Agricultural Education Ohio State University Columbus, Ohio Designed to provide student with awareness of select job opportunities and requirements in environmental management jobs. Five occupations are described by narrative and dialogue through "A Day in the Life of ..." VT 018-373 (ED 083-481)
	X					18. "Introduction to Allied Health Careers" (1971) Rosenthal, Doris; Agran, Phyllis Division of Vocational Education University of California Los Angeles, California Introduction to health occupations in the form of a story involving various specialists in a hospital setting. Includes charts projecting "manpower" needs in health careers thru 1975. VT 016-200 (ED 083-481)

AVAILABILITY						RESOURCE LIST
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	X					19. "Women in the Forest Service" (1972) Superintendent of Documents U. S. Government Printing Office Washington, DC 20402 Brief review of jobs available to women in the forest service. Contains a section on non-professional careers as technicians and aides and the educational requirements for such jobs. VT 100-555 (ED 094-271)
X	X					20. "Development of a Plan for Providing Career Information for Handicapped Students. An Analysis of Occupational Descriptions for the Handicapped. Final Report." (1976) Pearl H. Rose Washington State Commission for Vocational Education Research Coordinating Unit Olympia, Washington 98504 For each of over 200 jobs, provides occupational description, necessary aptitudes and abilities, training and/or educational requirements, plus typical work setting and employers also discuss the feasibility of the job for the handicapped and lists related occupations that would be feasible. Potentially useful for both counselors and students. Some information specific to state of Washington. ED 134-791
	X					21. "Exploring Careers in Food Preparation & Services" (1973) Cincinnati Public School Cincinnati, Ohio Introduces students to careers in food preparation and service. Brief job descriptions. ED 106-584

AVAILABILITY						
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	X					22. "Job Grading Standard for Insects Production Worker" (1973) U. S. Civil Service Commission Bureau of Policies & Standards Washington, DC Describes the duties, skills & knowledge, responsibilities, physical efforts & working conditions on government jobs involving the reproduction and care of insect collections. ED 090-380
	X					23. "What are the Responsibilities of a District Soil & Water Employee?" (1972) John H. Hillison Department of Agricultural Education Ohio State University Columbus, Ohio 43210 Auto-instructional manual designed to provide vocational information for the prospective conservation aide by describing the responsibilities of a soil and water district employee. VT 100-021
X	X					24. "Turfgrass Maintenance and Establishment" (1968) Penn State University Department of Agricultural Education University Park, Pennsylvania Selected pages contain job briefs; entire book available on microfiche deals with specifics of grass maintenance & production. CC 0404-10 PA 051-181

AVAILABILITY: USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
	X					25. "Job Descriptions & Operating Procedures Manual: Wood Products Mill" (1973) Mississippi State University Research & Curriculum Unit for Vocational-Technical Education Identifies twenty-one jobs within a wood products mill. The description & importance of job safety precautions required & operating procedures for each of these jobs are detailed. ED 090-398
X	X					26. "Agricultural Resources: Program Planning Guide. Volume VI." (1975) Carl German Southern Illinois University Department of Agricultural Industries Carbondale, Illinois Sample job descriptions & competencies required for entry level jobs as well as for advancement in the occupation. CC 0405-02 ED 116-011
X	X					27. "Forestry: Program Planning Guide. Volume VII." (1975) Dr. Paul L. Roth Southern Illinois University Department of Agricultural Industries Carbondale, Illinois Job descriptions and competencies required for entry-level position as well as competencies required for advancement. CC 0406-03 ED 116-012

AVAILABILITY						RESOURCE LIST
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X						28. "Small Gasoline Engines" (April, 1969) Department of Trade & Industrial Education University of Alabama Book consists of 77 "jobs" performed in repairing small gasoline engines. Pages number 54, 55, 56 specifically list questions related to the repair of lawn mowers. Student can use pages to test knowledge about lawn mowers provoking further research into those areas in which the student is deficient. CC 0097-02
	X					29. "Skill Sheets for Agricultural Mechanics" (1969) Agricultural Education Department Iowa State University Ames, Iowa Thirty-three skill sheets demonstrate operational procedures or simple projects an agricultural mechanic would need to perform. Each skill sheet covers a single topic and includes, 1) a diagram, 2) step-by-step construction or operational procedure, 3) abilities & understanding taught, 4) materials needed, and 5) an evaluation score sheet. ED 099-653
X	X					30. "Career Preparation in Forestry: A Curriculum Guide for H. S. Vocational Agriculture" (1974) Householder, Larry; Moore, Eddie A. Ohio Career Education and Curriculum Management Lab in Agri-Education Ohio State University Columbus, Ohio Basically a curriculum guide for instructors, the information could be reviewed by students interested in forestry occupations to give them background knowledge needed by forestry workers. ED 096-443

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		X				31. "Catfish Farming" (1971) Lee, Jasper Mississippi State University Vocational-Technical Education Department State College, Mississippi General information on a relatively new agricultural industry plus 11 specific aspects of the catfish farming industry. VT 012-736 (ED 053-339)
		X				32. "Fruit and Vegetable Processing Jobs" (1972) Occupational Analysis Field Center Wisconsin State Employment Service 310 Price Place, P. O. Box 2209 Madison, Wisconsin 53701 Overview of jobs for students in the fruit and vegetable processing field. Discusses work setting, advancement potential, occupational trends and the actual processes involved. VT 016-400 (ED 070-816)
		X				33. "Job Guide Series" (1967-1971) New Jersey State Department of Labor and Industry Division of Planning and Research Labor and Industry Building P. O. Box 359 Trenton, New Jersey 08625 Although some information is outdated or pertinent only to New Jersey, much of use can be found. Series of job guides includes a history of the occupation, nature of the work, related occupations, physical and mental requirements, opportunities for advancement, etc.

AVAILABILITY						
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						33. continued
						VT 014 036 Air Conditioning Mechanic
						VT 013 981 Automobile Mechanic
						VT 014 045 Automobile Painter
						VT 014 027 Beautician
						VT 014 062 Bookkeeper
						VT 014 061 Bookkeeping--Machine Operator
						VT 014 033 Building Maintenance
						VT 014 037 Cabinetmaker
						VT 014 060 Cashier
						VT 014 056 Chemical Laboratory Technician
						VT 014 025 Chemical Operator
						VT 014 035 Clerk-Typist
						VT 014 040 Computer Operator
						VT 014 047 Construction Carpenter
						VT 014 030 Cook
						VT 014 043 Cylinder Press Man
						VT 014 034 Electrical Appliance Serviceman
						VT 014 059 Electronics Assembler
						VT 014 053 Electronics Mechanic
						VT 014 054 General Office Clerk
						VT 013 983 Injection Molding Machine Operator or Tender
						VT 014 052 Insurance Salesman
						VT 014 029 Licensed Practical Nurse
						VT 014 049 Machine Presser
						VT 014 046 Machine Set-Up Operator
						VT 013 982 Machinist
						VT 014 057 Maintenance Mechanic
						VT 014 041 Offset Pressman
						VT 014 039 Painter, Construction
						VT 013 977 Patrolman
						VT 014 048 Production Machine Operator
						VT 014 044 Programmer
						VT 014 026 Real Estate Salesperson
						VT 014 058 Roofer
						VT 014 051 Sales Clerk and Sales Person
						VT 014 031 Secretary
						VT 014 024 Sewing Machine Operator
						VT 014 050 Shipping Clerk
						VT 014 032 Stenographer
						VT 013 979 Stock Clerk
						VT 014 042 Tabulating Machine Operator
						VT 013 978 Telephone Operator
						VT 014 028 Television Service and Repairman
						VT 013 980 Tool and Die Maker
						VT 014 038 Upholsterer
						VT 014 055 Waiter-Waitress

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	X					34. "Conservation Aide I. Soil & Water Conservation: What, Why, & How" (1972) John H. Hillison Department of Agricultural Education Ohio State University Columbus, Ohio 43210 Provides vocational information for the prospective conservation aide by describing the what, why & how of soil and water conservation. VT 100-022
	X					35. "Business and Office Occupational Cluster" (Sept., 1975) New Jersey Vocational-Technical Curriculum Laboratory Rutgers State University New Brunswick, New Jersey 08903 Comprehensive description of career opportunities in business and office occupations and the educational requirements for obtaining business employment in five general areas: administration, business ownership, clerical occupations, records system and control and business education and office. The last section includes detailed information on various secretarial specialities. ED 120-551
X	X					36. "Ornamental Horticulture: Program Planning Guide, Volume 5" (1975) Roger Ross Southern Illinois University Department of Agricultural Industries Carbondale, Illinois Job descriptions plus competencies required for entry-level and advancement positions in ornamental horticulture. CC 0404-18 ED 116-010

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		X				37. "Agricultural Supplies and Service Program Planning Guide: Volume II" (1975) Richard Welton Department of Agricultural Industries Southern Illinois University Carbondale, Illinois Lists competencies essential for selected agricultural supplies & services jobs as well as competencies required for advancement. ED 116-007
		X				38. "Agricultural Products Program Planning Guide: Volume 4" (1975) Richard Welton Department of Agricultural Industries Southern Illinois University Carbondale, Illinois Lists competencies essential for selected jobs dealing with agricultural products in addition to competencies required for advancement. ED 116-009
		X				39. "Career Guides For Entry Occupations in Data Processing" (Feb., 1973) Draper, A. M. Leslie California Occupational Analysis Field Center Los Angeles, California Lists entry-level positions, employment outlook, employee benefits & training required for jobs in the broad area of data processing. Also includes job briefs for specialized positions in the computer area. VT 020-485 (ED 083-481)

AVAILABILITY: USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
	X					40. "Career Guides For Entry Occupations in Banking" (April, 1970) Linda B. Riback California Occupational Analysis Field Center Los Angeles, California Provides employment outlook, employee benefits & training requirements for entry-level positions in banking. Also includes job briefs for specialized positions in banking. VT 020-487 (ED 083-481)
	X					41. "Handbook for Loan Teller. Office Simulation: Integrated Projects for Clerical Office Practice" (1972) Curriculum Coordinating Unit for Vocational & Technical Education Mississippi State University State College, Mississippi Very specific material simulates experience as a loan teller. In addition to a description of the job, an explanation is given of problems confronted by the teller. VT 019-364 (ED 083-481)
X	X					42. "Competencies Needed by Workers in Horticultural Occupations" (1975) Duane Kaas; Alan Kahler Iowa State Department of Public Instruction Des Moines, Iowa Identifies, describes and categorizes the mental and physical skills needed by workers in horticultural occupations. ED 131-327

AVAILABILITY						RESOURCE LIST
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
		X				43. "Teaching Guide for Fire Cadet Occupations" (1976) Robert F. Kempton Division of Adult Vocational and Technical Education Illinois State Office of Education Springfield, Illinois Contains a comprehensive overview of the firefighting career field including a performance-based listing of firefighting job tasks. Section II contains a composite profile of the entry-level worker and brief descriptions of related jobs. ED 129-987
		X				44. "Teaching Guide for Building Maintenance Occupations" (1976) Robert F. Kempton Department of Adult Vocational and Technical Education Illinois State Office of Education Springfield, Illinois First section contains a general job description which includes the nature of the work, places of employment, training and advancement, employment outlook, earnings, and sources of additional information regarding such jobs. Second section briefly discusses related jobs dealing with machine mechanical maintenance positions. ED 129-985
		X				45. "Introduction to Office Occupations" (1974) Carol M. Troutman & Donald C. Springle Vocational-Technical Curriculum Laboratory Rutgers - The State University New Brunswick, New Jersey A workbook designed to introduce students to office occupations, providing general information about office - clerical positions. Outlines the education & training necessary to enter the field. ED 128-577

AVAILABILITY						RESOURCE LIST
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
		X				46. "Teaching Guide for (Business Machine Repair Occupations" (1976) Robert F. Kempton Division of Adult Vocational & Technical Education Illinois State Office of Education Springfield, Illinois First section contains a general job description which includes the nature of the work, places of employment, training and advancement, employment outlook, earnings, and sources of additional information regarding such occupations. Section II briefly discusses related jobs dealing with repair of all types of machines found in business. ED 129-984
		X				47. "Career Guides For Entry Occupations in Telephone Communications" (Nov., 1972) Linda B. Riback California Occupational Analysis Field Center Los Angeles, California Analysis of entry-level positions in telephone communications industry and advancement ladder. VT 100-248
		X				48. "Your Future in Consumer & Homemaking Related Occupations" (1972) Isabelle Bork & others Grand Forks Public Schools Grand Forks, North Dakota Brief overview of food service industry as well as short descriptions of some specific jobs from food service management. Page twenty-seven gives addresses for sources of lists of public and private schools and colleges offering training for restaurant employees. VT 100-255 (ED 094-270)

AVAILABILITY						
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
	X					49. "Your Future in Daily Newspaper" (1973) American Newspaper Publishers Association Foundation Washington, DC Career opportunities on the "dailies" educational requirements for reporters, salaries for beginners and professionals, chances for advancement. ED 088-042
	X					50. "A Newspaper Career and You" (1974) Newspaper Fund, Inc. Princeton, New Jersey Pamphlet designed to introduce high school students to a career in journalism and suggests college courses to consider in planning such a career. ED 091-695
	X					51. "Optometry Today: the vision care profession" (1972) American Optometric Association St. Louis, Missouri Information for those interested in entering profession. Discusses the need for optometrists, accredited schools, and what the optometrist does ("Profile of a Profession"). ED 085-515
X	X					52. "Careers Canada, Volume 8: Careers in Personal Services" (1976), Department of Manpower and Immigration, Ottawa. Printing and Publishing Supply and Services Canada Ottawa, Canada K1A 0S9

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USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
						52. continued Some specific to Canada, however most is applicable. Informs as to alternative employment possibilities, required qualifications, and employment trends. Interviews with workers in various fields of the personal services careers details what students can expect and what is expected of them for each job. ED 136-116
		X				53. "Guidelines for Aviation Education in Pennsylvania Schools With Annotated Teachers Course of Study & Planning Chart" (1971) Butler, Richard T. and Smith, William J. Pennsylvania Department of Education Harrisburg, Pennsylvania 17126 Identifies career awareness for aviation education at the high school level. Deals with concepts of aviation education. VT 020-482
		X				54. "What Every Clerk Should Know" (1975) National Association of Retail Grocers Suite 620, 2000 Spring Road Oak Brook, Illinois 60521 For clerks in retail food stores. Lists with some brief description beginning positions and those that require advanced training. Pointers about appearance and attitude. Discusses various job duties and background information. VT 100-611 (ED 094-272)

AVAILABILITY						
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
	X					55. "Jobs in Ship and Boat Building. World of Work" (1972) Wisconsin State Department of Industry, Labor & Human Relations Occupational Analysis Field Center 310 Price Place, P. O. Box 2209 Madison, Wisconsin 53701 Identifies ship building career awareness. Jobs defined in building fiberglass, aluminum and wooden boats, also jobs in repairing ships. VT 016-110 (ED 069-919)
X	X					56. "Careers Canada, Volume 10: Careers in Sale" (1976) Department of Manpower and Immigration, Ottawa. Printing and Publishing Supply and Services Canada Ottawa, Canada K1A 0S9 Although aimed at a Canadian audience, still useful to Pennsylvania students. Ideal background, education, qualifications, training, working conditions, salary and future outlook of each position are incorporated in profiles of individuals employed in various sales occupations. ED 136-114
	X					57. "Determination of Required Skills Necessary for Job Entry-Level of Employment in the Auto Body Trade" (June, 1975) John Schindler Bureau of Occupational and Adult Education Wisconsin State Board of Vocational, Technical and Adult Education Madison, Wisconsin

AVAILABILITY						RESOURCE LIST
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
						57. continued A study to identify the basic skills and tasks that are necessary to obtain job entry-level employment as an auto body technician, along with skills needed, information is presented concerning employee and employer characteristics, graduate openings and suggestions for curriculum revisions. VT 102-506 (ED 118-781)
	X					58. ( ). "Trade and Industrial Education & Preparatory Training Guide" (1973) Nebraska State Department of Education Lincoln Division of Vocational Education Lincoln, Nebraska Series of curriculum guides prepared for the various occupations. Provides lists of essential tasks and information for entry-level workers as recommended by individuals successfully employed in the occupation. Also includes sources of occupational information, sample employment application, and injury report form. ERIC DOCUMENT SERIES # ED 128-559 through ED 128-575 128 559 Auto Mechanics 128 560 Air Conditioning 128 561 Foundry 128 562 Heavy Equipment 128 563 Roofing 128 564 Painting and Decorating 128 565 Sheet Metal 128 566 Plumbing and Pipefitting 128 567 Masonry 128 568 Carpentry 128 569 Machine Shop 128 570 Appliance Repair; Radio and Television 128 571 Electricity (Construction) 128 572 Graphic Arts 128 573 Drafting 128 574 Communications and Industrial Electronics 128 575 Welding and Cutting

AVAILABILITY: USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
	X					59. ( ). "Task List Competency Record" (1976) Minnesota Instructional Materials Center, White Bear Lake. Minnesota State Department of Education Division of Vocational and Technical Education St. Paul, Minnesota Series of booklets dealing with the secretarial/clerical area designed for the vocational instructor. Useful information for interested students include: 1) industry recommendations as to type of person they wish to hire; 2) brief job description; 3) task lists in different areas of competency; and 4) competencies in the area of human relations and personal development. ERIC DOCUMENT SERIES # ED 133-541 through ED 133-552 133 541 Medical Secretary 133 542 Correspondence Supervisor 133 543 Administrative Assistant and Correspondence Specialist 133 544 Legal Secretary 133 545 Educational Office Personnel 133 546 Data Entry Operator 133 547 Secretary/Shorthand 133 548 Secretary/Non-Shorthand 133 549 General Office/Types 133 550 Receptionist 133 551 Typist 133 552 Office Services Aid
	X					60. "Career in Construction" (1975) Superintendent of Documents U. S. Government Printing Office Washington, DC 20402 Exploratory level information for high school students. Seven areas of the construction trade and various occupations within them are covered. Job information includes a general discussion of the job, education and/or training necessary and sources for further research. VT 102-406 (ED 120-588)

AVAILABILITY						RESOURCE LIST
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
		X				61. "Career Education: The Marine Science Occupation Cluster" (1973) Center for Vocational & Technical Education Ohio State University Columbus, Ohio Discusses career opportunities in eight broad groups of marine science occupations. Contains occupations with education and training requirements ranging from those requiring very limited skills to those requiring doctoral degrees. Annotated bibligraphy. ED 080-662
		X				62. "Engine Lathe Operator. Instructor's Guide. Part of Single-Tool Skills Program Series. Machine Industries Occupations" (1972) New York State Department of Education Bureau of Secondary Curriculum Division Albany, New York Information for both teachers and students--contains general job content, shop projects, drawings, job content list. ED 134-734
		X				63. "Surface Grinder Operator. Instructor's Guide. Part of Single-Tool Skills Program Series. Machine Industries Occupations" (1973) New York State Department of Education Bureau of Secondary Curriculum Division Albany, New York Document includes information on general job content as well as classroom related material. ED 134-735

AVAILABILITY						
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
	X	X				64. "Automotive Service Occupations. A Suggested Outline of Services and Levels for the Auto Industries" (1972) New York State Department of Education Bureau of Secondary Curriculum Division Albany, New York Designed for teachers it defines auto mechanic with a curriculum design, curriculum guide and job skills. CE 009-499 ED 134-733
		X				65. "Teaching Guide for Still Photographic Technician Aide Occupations" (1976) Robert F. Kempton Division of Adult Vocational and Technical Education Illinois State Office of Education Springfield, Illinois Provides information dealing with nature of work, places of employment, training and/or educational requirements, employment outlook, working conditions and earnings. Task lists for entry, intermediate and advanced level positions. Qualifications profile for the entry level technician aide. Brief descriptions of related jobs at all levels. ED 129-988
		X				66. "Teaching Guide for Social Service Occupations" (1976) Robert F. Kempton National Evaluation Systems, Inc. Amherst, Massachusetts Includes a comprehensive overview of the career field in social services, listing of job tasks, steps to determine criteria for student selection, etc. ED 129-986

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USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
	X					67. "Teaching Guide for Fire Cadet Occupations" (1976) Robert F. Kempton National Evaluation Systems, Inc. Amherst, Massachusetts Includes overview of the career field listing of firefighting tasks, steps to determine criteria for student selection, etc. ED 129-987
	X					68. "Teaching Guide for Building Maintenance Occupations" (1976) Robert F. Kempton National Evaluation Systems, Inc. Amherst, Massachusetts Includes overview of the career field, job tasks, and objectives, etc. Offers counselor career information, steps to determine criteria for student selection and placement, etc. ED 129-985
	X					69. "Community Health Worker. Program Manual" (May, 1974) Aurora Perales and others Viking Book Store West Valley College 14000 Fruitvale Avenue Saratoga, California 95070 Specific and detailed information for training of community health workers. ED 129-989
	X					70. "Occupational Therapy Job Descriptions" (1972) School of Allied Medical Professions Ohio State University Columbus, Ohio

USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
						70. continued List of duties and tasks divided into four job levels based on the educational and vocational level of training needs for each of the job levels. ED 078-170
	X					71. "Exploring Health Careers" (1974) Rutgers, The State University Curriculum Lab New Brunswick, New Jersey A survey of twenty different health careers. Includes information pertaining to work description, personal qualifications, job duties, education and/or training needs, advancement, future employment, earnings, and work hours. A resource bibliography is provided for each occupation. ED 127-460
X	X					72. "Job Briefs. Career Education Guide" (1974) Dependent Schools (DOD) Washington, DC Contains 288 one-page job descriptions based on 1973 information. Each job brief consists of a brief job description, list of related occupation, related high school subjects, and additional information pertaining to educational requirements, work experience requirements, career ladders, and beginning salaries. ED 111-949
	X					73. "Service Center Mechanic: Task List and Competency Record" (1976) Minnesota State Department of Education Division of Vocational and Technical Education St. Paul, Minnesota

AVAILABILITY: USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
						73. continued Lists tasks in twelve areas of competence required of an automotive mechanic, plus a competency record. Also includes a job description for service center mechanic. ED 128-626
		X				74. "Lubrication Specialist: Task List and Competency Record" (1976) Minnesota State Department of Education Division of Vocational and Technical Education St. Paul, Minnesota Lists twelve areas of competence required of a lubrication specialist. Also includes a job description for this occupation. ED 128-627
		X				75. "Parts Counterperson. Auto, Agriculture, and Truck. Task List and Competency Record" (1976) Minnesota State Department of Education Division of Vocational and Technical Education St. Paul, Minnesota Lists competencies and tasks necessary for employment in this occupation as well as a job description. ED 133-540
	X	X				76. "VIEW: Vital Information for Education and Work" South Carolina State Employment Security Commission, Columbia. South Carolina Vocational Education Research Coordinating Unit, Clemson Job descriptions for 300 occupations. Information included: D.O.T. number; description of occupation; qualitative job information; employment qualifications; educational needs; related jobs; and, where to write for more information. Some of the information deals specifically with South Carolina.

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USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
						76. continued ED 134-745
	X	X				77. "Sheep Production Occupations. Skills and Competencies" (1976) Joe Sabol Sheep Industry Development Program American Sheep Producers Council, Inc. 200 Clayton Street Denver, Colorado 80206 Brief job descriptions of beginning employees on sheep ranches and farms, lamb feedlots, and in the sheep shearing industry. Includes ranked and rated competencies for the thirteen occupations discussed. ED 131-223
		X				78. "Careerograms for Project Career's 122 Occupations" (Dec., 1974) Thomas Christiano Project CAREER Randolph, Massachusetts Provides for 122 occupations in 15 different clusters, the following information in chart form: job title; D.O.T. number; definition of job; entry-level jobs and/or related jobs; employment outlook; hours; whether or not union associated; suggested career electives; location of job in the D.O.T. books; education and/or training necessary; preferred high school course of study; special requirements, if any; working conditions; needed aptitudes; physical demands; type of temperament suited for the job; preferred interests; and relation of the job in perspective to people, data, and things. ED 130-122
		X				79. "Automotive Mechanic: Task List and Competency Record" (1976)

USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
						79. continued Minnesota State Department of Education Division of Vocational and Technical Education St. Paul, Minnesota Gives job description of the occupation, plus a listing of tasks and competencies in twelve areas relating to the job. ED 128-625
	X	X				80. "Careers Canada, Volume 9: Careers in the Hospitality Industry" (1976), Department of Manpower and Immigration, Ottawa. Printing and Publishing Supply and Services Canada Ottawa, Canada K1A 0S9 Most information is applicable although Canadian written. Describes occupational opportunities within the food service, food preparation and hotel/motel industries. The preparatory training and job descriptions for various occupations are highlighted through profiles of individuals. Organizational charts provide information concerning the occupational hierarchy and means of advancement within the hotel/motel and restaurant industries. ED 136-115
		X				81. "Career Guides for Entry Occupations in Dental Health" (July, 1972) Engel, Laraine California Occupational Analysis Field Center Los Angeles, California Outlines employment outlook, employee benefits, and training requirements. Job briefs and career ladders for entry-level positions in dental health are provided. VT 020-488 (ED 083-481)

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USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
	X					82. "Report: Basic Facts About Military Service" (1973) High School News Service Great Lakes, Illinois Informs students of opportunities and responsibilities in the five Armed Forces. Includes sections on the reserves, basic facts about military life--benefits plus discussion of opportunities for advanced educational programs and work-study programs. Extensive section on career fields in Army, Navy, Coast Guard, Air Force and Marine Corps. ED 086-805
X	X					83. "Career Exploration in the Fashion Industry" (1973) Fashion Institute of Technology New York, New York Overview of four different fields in the fashion industry: Fashion merchandising; apparel design and production; textile design and production; and, drycleaning and laundering. Covered for each field is its general background, manpower needs, desired competencies, educational preparation, and occupational opportunities. This also includes listings of entry-level and advanced jobs, brief descriptions of the position and typical places of employment. CC 0501-08 ED 102-407
X	X					84. "School Custodial Services: Exemplary Standards and Practices" (1972) William K. Worrell Oregon School Study Council Oregon University Eugene, Oregon Selected pages contain job descriptions for custodial workers in various school districts. Most of these contain typical duties and necessary qualifications. ED 070-205

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X	X					85. "Occupational Child Development" (1975) Oklahoma State Department of Vocational & Technical Education Stillwater, Oklahoma 74074 Although a teacher's aid to improve instruction in child care occupations, certain pages outline responsibilities of child care workers in general. ED 120-555
	X					86. "Agricultural Service Jobs. World of Work" (1971) Occupational Analysis Field Center Wisconsin State Employment Service Milwaukee, Wisconsin Presents occupational information about a wide variety of service oriented jobs. Could be useful for general exploration by the student. Contains an index of jobs mentioned. Areas covered are: 1) Agricultural Production Supply; 2) Artificial Breeding; 3) Dairy Cow Testing; 4) Soil Conservation; 5) Marketing (milk and livestock); 6) Equipment Sales and Service; 7) Veterinary medicine; 8) Extension Agent; and, 9) Soil Testing. ED 065-724
	X					87. "Library Job Descriptions" (1973) Dale E. Shaffer, Library Consultant 437 Jennings Avenue Salem, Ohio 44460 Qualifications, responsibilities and duties of professional and non-professional personnel in a small college library. ED 078-845

AVAILABILITY						
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
	X					88. "Data Processing Technology: A Suggested Two-Year Post High School Curriculum" (1973) Central Texas College Killeen, Texas Introductory section explains the work of data processing technicians and other personnel, employment outlook and educational requirements. A chart also provides summary information for six data processing jobs. Brief history and background of the computer/data processing field is included. ED 085-056
	X					89. "Occupations in Library Science" (1973) Manpower Administration Washington, DC Occupation description for library personnel of differing levels. Each description includes job duties; necessary education, training and experience; desired worker traits; physical demands and working conditions. Appendix includes addresses for professional librarian associations and accredited graduate schools. ED 087-404
X	X					90. "Household Pets: Care, Feeding & Occupational Opportunities" (1975) Agricultural Education Program Division of Vocational & Technical Education College of Education VPI, Blacksburg, Virginia 24061 One section deals with a wide variety of animal related occupations, primarily relating to household pets. For each of four areas are job descriptions for specific occupations and general information for that area relating to training, desired qualification profile, physical demands, etc. in D.O.T. terminology.

AVAILABILITY						RESOURCE LIST
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
						90. continued The four areas included are: 1) Animal care occupations 2) Animal cropping, farming, gardening and related work 3) Medical, veterinary and related work 4) Miscellaneous pet care occupations ED 112-006
X	X					91. "Helping People Have Fun" (1975) Sharyn Simpson Department of Vocational Education Wyoming University Laramie, Wyoming For leisure related occupations in seven categories provides description of job activities, skills and educational background required, hours and pay basis, and where to write for more information. An introductory page for each category provides general information on the career group. ED 113-503
	X					92. "Careers Canada, Volume 1: Careers in Construction" (1975), Department of Manpower and Immigration, Ottawa. Printing and Publishing Supply and Services Canada Ottawa, Canada K1A 0S9 Discusses history and importance of the industry, nature of the work in general, and necessary preparation and training. Gives training, job descriptions for on-site construction workers and others in the industry plus tips on seeking employment. Relatively little of the information would not be applicable to U.S. ED 112 272

AVAILABILITY						
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
	X					93. "Careers Canada, Volume 2: Clerical Occupations" (1975), Department of Manpower and Immigration, Ottawa. Information Canada Ottawa, Canada K1A 0S9 Covers history and importance of clerical workers, fields of employment, nature of work for various occupations, working conditions, advancement, personal qualities needed on the job, preparation and training, future outlook, and seeking employment. Certain information relevent to Canada only. ED 112-273
	X					94. "Careers Canada, Volume 3: Mechanical Repair Occupations" (1975), Department of Manpower and Immigration, Ottawa. Information Canada Ottawa, Canada K1A 0S9 Specific description of various occupations in the field. General information as to history and importance of the work, different fields of occupation, preparation and training, working conditions, personal qualities needed on the job, future outlook and seeking employment. Although Canadian written, local students and educators should find it of value. ED 112-274
	X					95. "Careers Canada, Volume 4: Electronic Data Processing Occupations" (1975), Department of Manpower and Immigration, Ottawa. Information Canada Ottawa, Canada K1A 0S9 Although Canadian written contains much of potential use to the local audience. Information included: history and importance of the field, where computer people work, nature of work for various positions, employment environment conditions, advancement, personal qualities needed on the job, preparation and training, and future outlook. ED 112-275

AVAILABILITY						
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
		X				96. "Exploring Dance Careers. A Student Guidebook" (1976) Richard Cornell and Mary Lewis Hansen Technical Education Research Center Cambridge, Massachusetts Presents information on specific occupations in the areas of performance and dance. Covered is a general background of the field and what people in it do, various specialization, appropriate skills and interests, education or experience required, the where and how of finding jobs, and employment outlook. Also includes tips for students from professionals. ED 137-614
X						97. "Opportunities in Building Construction Trades" (1976) Michael Sumichrast and Charles P. McMahon Vocational Guidance Manuals Division Data Courier, Inc. 620 South Fifth Street Louisville, Kentucky 40202 Introductory chapter covers the construction industry in general. Further chapters give details on specific occupations: general description, necessary training and background, wages, opportunities, etc. Appendices contain recommended reading, sources for information on apprenticeship programs, and selected colleges that offer degrees in construction. CC 2000-28

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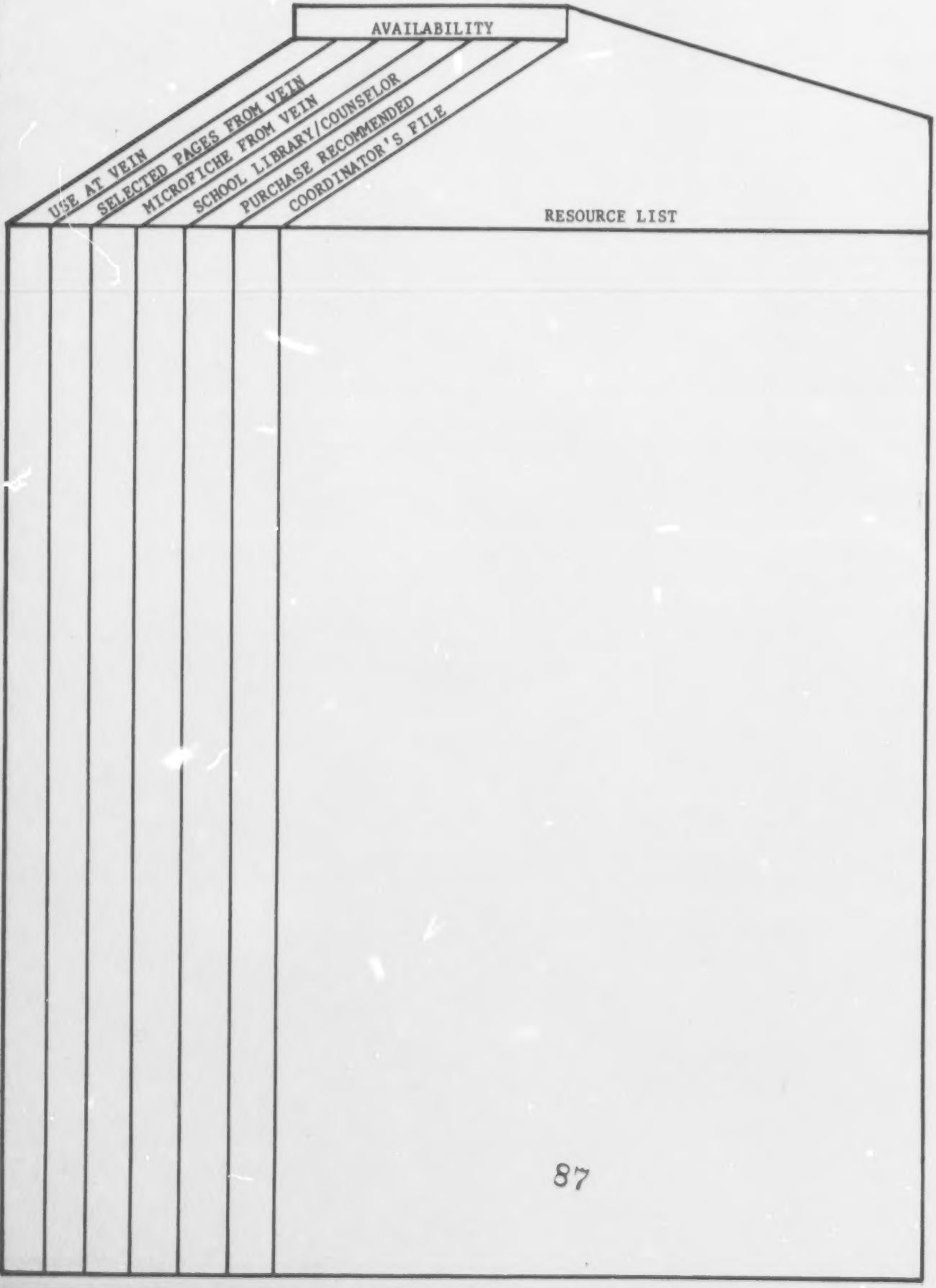
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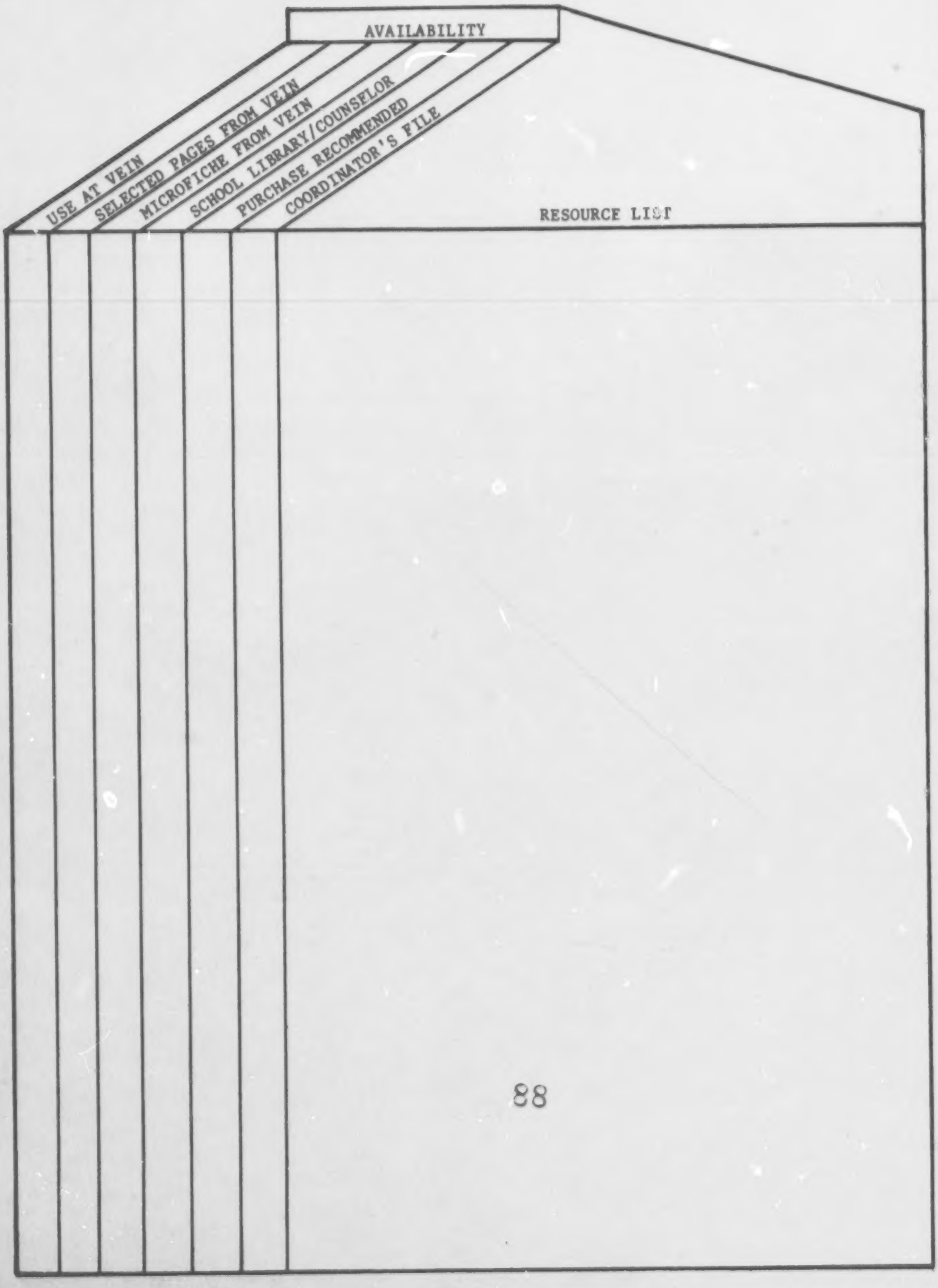
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GENERAL RESOURCES

AVAILABILITY: USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
X	X					G-1. "Dictionary of Occupational Titles. Volume I. Definitions of Titles" (1965) Superintendent of Documents U.S. Government Printing Office Washington, DC 20402 Contains job definitions for approximately 22,000 occupational titles. Basic coverage of job duties indicating needed aptitudes, interests and temperament, physical demands, working conditions and type of industry or other grouping with which the job is normally associated. Each title has a D.O.T. number according to a structured classification system. Recommended that introductory material be read. See below for revised 1977 edition.
X	X					G-2. "Dictionary of Occupational Titles. Volume II. Occupational Classification and Industry Index" Superintendent of Documents U. S. Government Printing Office Washington, DC 20402 Group titles from Volume I according to "basic occupational, industrial or worker characteristics." Definitions for the subsequent categories, divisions and categories are provided. Recommended that introductory material be read. See below for revised 1977 edition.
X	X					G-3. "A Supplement to the Dictionary of Occupational Titles" (1966) Superintendent of Documents U.S. Government Printing Office Washington, DC 20402 For every job listed in the Dictionary of Occupational Titles, information on physical demands, working conditions, and training time is provided. See below for revised 1977 edition.

AVAILABILITY						RESOURCE LIST
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSFLOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
X	X					G-4. "Dictionary of Occupational Titles. Fourth Edition, 1977" (1977) U. S. Department of Labor Employment and Training Administration Washington, DC Revision of 1965 edition, combining Volumes I and II. Job titles now total 20,000. System for assigning D.O.T. numbers changed. Basic information generally unaltered. Revised edition of supplemental volume is anticipated. Reading of introductory material is recommended.
X	X		X			G-5. "Pennscripts" (Annual) Bureau of Pupil Personnel Services Pennsylvania Department of Education Box 911 Harrisburg, PA 17126 An annually updated series of 270 job descriptions on microfilm aperture cards. For each job, gives important abilities, interests, related school subjects, working conditions, related occupations, and localized information on educatorial, training and employment opportunities. Special set available at the third grade reading level for selected occupations.
		X				G-6. "Career Education Resource Materials" (Sept., 1973) New York State Educational Department Division of Occupational Education Instruction Albany, New York Extensive list of films, texts, pamphlets, learning materials for use with elementary and secondary students. Cross referenced to list of publishers (directory of media sources) and costs. ED 095-282

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X						G-7. "The Encyclopedia of Careers and Vocational Guidance. Volume I. Planning Your Career" (1975) William E. Hopke J. G. Ferguson Publishing Company Chicago, Illinois Contains five chapters of general guidance information. Seventy-one articles describe industries or fields of work. Types of occupations are listed with cross-reference to Volume II for specific job information.
X						G-8. "The Encyclopedia of Careers and Vocational Guidance. Volume II. Careers and Occupations" (1975) William E. Hopke J. G. Ferguson Publishing Company Chicago, Illinois Cross-referenced to Volume I for 220 occupations. Important detailed information on preparation for entrance to, and work condition of most jobs. Identifies additional sources of information.
X						G-9. "Concise Handbook of Occupations" (1971) Joan M. Costello and Rita Parsont Wolfson J. G. Ferguson Publishing Company Chicago, Illinois Job descriptions and other useful information on 305 occupations. Each is coded to "things, people, data" in manner of D.O.T.
X						G-10. "The Guide to Career Education" (1974) Muriel Lederer Quadrangle/The New York Times Book Company 10 East 53 Street New York, New York 10022

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USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
						G-10. continued First section deals with general background of career education and alternatives to college education along with sources for additional information pertaining to schools, financial aid, etc. Second section of volume discusses career choice, describes 200 occupations in 21 career fields which do not require college degree. Identifies resources for occupational information additional to that reported.
		X				G-11. "An Annotated Bibliography of Instructional Materials in Cooperative Occupational Education" (June, 1974) Board of Vocational Education and Rehabilitation Division of Vocational and Technical Education 1035 Outer Park Drive Springfield, Illinois 62706 Lists of films, filmstrips, textbooks, pamphlets with prices. For classroom and individual use by students. ED 099-615
X					X	G-12. "Career Bibliography" (1977) James Slick Career Development and Placement Center Penn State University University Park, Pennsylvania Sources of free and inexpensive occupational information for 522 alphabetically listed careers.

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USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
X						G-13. "Handbook of Career Information Resources" (1974) Denise C. Frobose Vocational-Technical Curriculum Laboratory Rutgers--The State University Building 4103--Kilmer Campus New Brunswick, New Jersey Cluster arrangement of job families and specific jobs. Materials cited for career education instruction. Sources listed by cluster for pamphlets, films, organizations and instructional aids. CC 2000-26
X						G-14. "Business and Office Occupations Cluster. Introduction to Vocations" (1975) Vocational-Technical Curriculum Laboratory Rutgers--The State University Building 4103--Kilmer Campus New Brunswick, New Jersey Instructional objective and career opportunities identified for five cycles within this job cluster. Job descriptions and related information, suggested classroom activities and other sources of information are presented. CC 2004-07
	X					G-15. "Occupations: Military--Civilian Occupational Source Book" (1975) Armed Forces Vocational Testing Group Universal City, Texas Information on enlisted military occupations. Covers general aspects of military service (enlistment, training, educational programs, etc.). Major section focuses on job statements for military occupations which are equated to corresponding civilian occupations according to ten categories. ED 114-462

AVAILABILITY						
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
						G-16. "J. C. Penney Educational Materials" J. C. Penney Company, Inc. 1301 Avenue of the Americas New York, New York 10019 Focuses on careers in home economics and consumer services. Educators should contact local J. C. Penney stores for career education pamphlets, teaching units and related information.
X						G-17. "Pennsylvania Occupational Projections. 1974 and Projected 1985 Total Resident Employment and Annual Average Job Openings by Occupational Category for the State and Selected Labor Market Areas" (1976) Bureau of Employment Security Research and Statistics Division Labor Market Information Section Labor and Industry Building - Room 1210 Harrisburg, PA 17121 Total state and individual labor market area information on 420 occupations. Employment status for 1974 and projections for 1978 and 1985 are important trend information in planning for career decisions on education, training and employment within industry categories for Pennsylvania. Appendix contains information pertinent to local instructional programs and preferred level of instruction for job entry.
X						G-18. "Professional, Technical and Kindred Workers. Where They Come From, Where They Go in the Commonwealth of Pennsylvania. Information for Student Career Planning" (1976) Jeanne Baker Driscoll and Edwin L. Herr Penn State University Department of Counselor Education University Park, PA 16802

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						G-18. continued For each occupation it gives personal qualities, required preparation and training, brief job description, advantages and disadvantages of the job, and sources for more information. Two graphs for each job illustrate what those employed in the occupation in 1970 were doing in 1965 and what those employed in the field in 1965 were doing in 1970. Graphs based on 1970 census figures for Pennsylvania.
				X		G-19. "Job Opportunity Guide Series" Bureau of Employment Security Department of Labor and Industry Commonwealth of Pennsylvania Harrisburg, Pennsylvania Series of pamphlets in English and Spanish on career groups and details about specific occupations in Pennsylvania.
X	X					G-20. "An Analysis of Fifteen Occupational Clusters Identified by the U. S. Office of Education" (1972) Theodore M. Vestal and Neal A. Baker, Jr. Grayson County College Sherman/Denison, Texas USOE occupational clusters arranged in separate sections; include descriptions of job families with brief summary of selected occupations.
			X			G-21. "Occupational Literature. An Annotated Bibliography" (1971) Gertrude Forrester H. W. Wilson Company New York, New York

AVAILABILITY						RESOURCE LIST
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	
						G-21. continued Standard resource recommended to school counselors. Annotated listings by occupation of sources of career information. Topics with annotated references include apprenticeship, occupations for the handicapped, periodicals, career planning, student textbooks, use of occupational information and the counselor's professional bookshelf, and information about colleges, schools for vocational training and other educational institutions.
			X			G-22. "Occupational Briefs" Chronicle Guidance Publications, Inc. Moravia, New York 13118 Series of four page briefs covering specific jobs. Includes information on job duties, training requirements and opportunities, personal qualifications, future occupational outlook, working conditions, wages and hours, places of employment, and sources for further exploration.
		X				G-23. "The Office and You...Careers" Administrative Management Society Willow Grove, Pennsylvania General introduction to all type of office work, from the executive office to the mail room. Describes career opportunities, emphasizing use of innovative equipment and current office practices. VT 016-230 (ED 069-919)
		X				G-24. "Career Education Pamphlets. (A Library of 1200 Free and Inexpensive Sources) Plus: '100 Millionaire Success Stories.' Where Important Careers Begin" (1976)

AVAILABILITY						
USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
						G-24. continued Dale Shaffer Assistance for educators in obtaining free and inexpensive resources on career education. Special feature is success stories of 100 millionaires who developed money making opportunities with little money. Special two-page section on career information for women. ED 130-090
		X				G-25. "Career Summary Series" Careers, Inc. P. O. Box 135 Largo, Florida 33540 Series of 310 cards suitable for filing. Each card covers information pertinent to a specific job such as duties, working conditions, necessary education and training.
	X					G-26. "Exploring Theater and Media Careers. A Student Guidebook" (1976) Michael Allosso and others Technical Education Research Center Cambridge, Massachusetts For each of five theater and media career areas provides general background and information pertaining to specific occupations. Career areas are: performance, writing, production (technical), business, and education/criticism. ED 137-613
	X					G-27. "Exploring Music Careers. A Student Guidebook" (1976) Richard Cornell and others Technical Education Research Center Cambridge, Massachusetts

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						G-27. continued Presents information on specific occupations in five different music career areas: performing musicians, technology in music, arts management, the music business, and music education. Gives general material for each area and discussion of related jobs. ED 137-615
X			X			G-28. "Occupational Outlook Handbook, 1976-77 Edition" (1976) U.S. Department of Labor Bureau of Labor Statistics Superintendent of Documents U. S. Government Printing Office Washington, DC 20402 Thirty-five industry briefs and 300 occupational group briefs covering over 850 jobs--white-collar, blue-collar and service. Each group brief contains information on nature of work involved, places of employment, qualifications, employment outlook wages, conditions of work, and sources for more information.
X	X					G-29. "Occupational Preparation in the Natural Resources. A Suggested High School Curriculum Guide" (1973) Department of Agricultural Education Penn State University Superintendent of Documents U. S. Government Printing Office Washington, DC 20402 Unit outlines with suggested behavioral objectives, learning activities, and references; a sequence of career education efforts: discussion of occupational opportunities, faculty, student services, the library and its use; and a selected list of scientific, trade, and technical societies. CC 2004-01

AVAILABILITY: USE AT VEIN	SELECTED PAGES FROM VEIN	MICROFICHE FROM VEIN	SCHOOL LIBRARY/COUNSELOR	PURCHASE RECOMMENDED	COORDINATOR'S FILE	RESOURCE LIST
X						G-30. "Careers in Focus. Exploring ( )." (1976) Charles S. Winn, Consulting Editor McGraw-Hill, Inc. 1221 Avenue of the Americas New York, New York 10020 CC 2003-34 Occupations in Engineering and Manufacturing CC 2003-36 Transportation Occupations CC 2003-38 Health Occupations CC 2003-40 Business and Office Occupations CC 2003-42 Occupations in Electricity and Electronics CC 2003-44 Occupations in Food Service and Home Economics CC 2003-46 Marketing Occupations CC 2003-48 Construction Occupations * Occupations in Agribusiness and Natural Resources * Occupations in Science, Fine Arts, and Humanities * Occupations in Communication and Graphic Arts * Occupations in Public and Social Services * Occupations in Personal Services, Hospitality, and Recreation * Available from publisher Series. Each book contains information on jobs within that cluster. Exploratory job experiences give a fictional background of the job and a related task for the student to perform. There is an accompanying worksheet booklet for each book in the series.
X						G-31. "Career Orientation Series. The ( ) Cluster" (1976-77) Career Development Service, Division of Vocational Education Ohio Department Building, Room 903 65 South Front Street Columbus, Ohio 43215

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						G-31. continued * The Agri-Business and Natural Resources Cluster CC 2003-25 The Arts and Humanities Cluster CC 2003-27 The Business and Office Cluster * The Communication and Media Cluster * The Construction Cluster CC 2003-31 The Consumer and Homemaking Cluster CC 2003-28 The Environment Cluster CC 2003-32 The Health Cluster CC 2003-29 The Hospitality and Recreation Cluster * The Manufacturing Cluster CC 2003-33 The Marine Science Cluster CC 2003-26 The Marketing and Distribution Cluster CC 2003-30 The Personal Service Cluster * The Public Service Cluster * The Transportation Cluster * Available from publisher General background of each cluster and area within a cluster. Provides detailed look at selected occupations with brief description. Some information on training and/or educational requirements. Sources for additional information are listed. Relevance of specific secondary school courses to the cluster is outlined.
	X					G-32. "Career Information: Business and Office Occupations" (1975) American Vocational Association Washington, DC Bibliography of career information lists publications in business and office occupations available from May, 1969, thru May, 1974. Directory categorized for all types and levels of employment. ED 118-771

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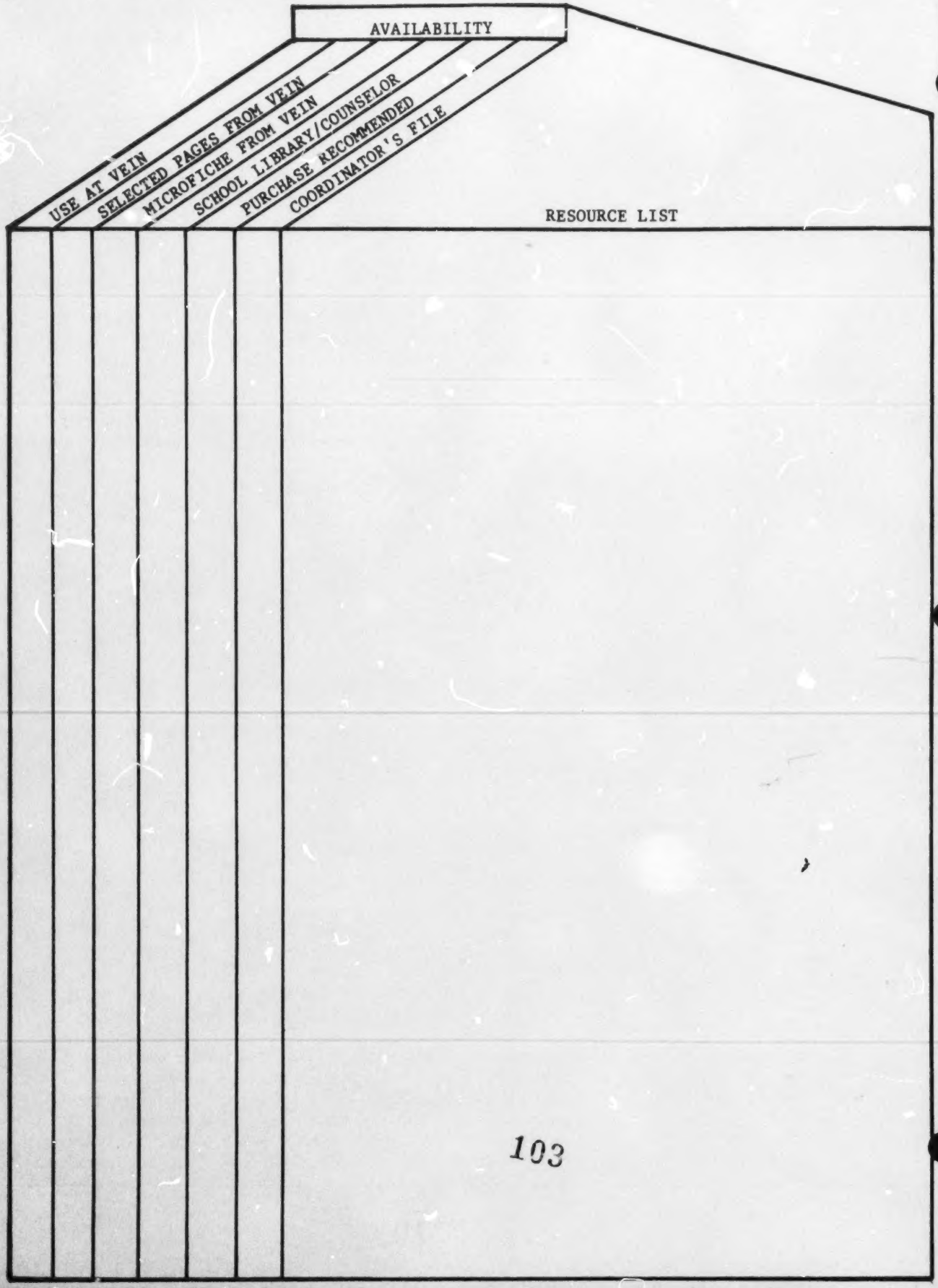
X						G-33. "Careers in Trucking" (1977) Donald D. Schauer, Director of Public Relations 610 High Street Wisconsin Rapids, Wisconsin 54494 Thirty minute video cassette covering wide range of jobs in trucking--from dispatchers and drivers to payroll and customer service. Available on loan from VEIN.
		X				G-34. "Energy Problems Provide Job Opportunities" (July, 1977) Allen B. Moore Center for Vocational Education Ohio State University Columbus, Ohio Identifies emerging occupations related to the development of alternative energy sources and considers the relevance of these occupations to vocational education. ED 142-794
X						G-35. "Annual Planning Report. Fiscal Year 1978" (April, 1977) Bureau of Employment Security 1210 Labor and Industry Building Harrisburg, PA 17121 Available for state as a whole and for individual Standard Metropolitan Statistical Areas. Gives description of area covering economic developments and outlook, and characteristics and trends in the population and labor force. Also includes employment developments and outlook by occupation and industry, recent trends in unemployment, and on estimate of need for employment services. Check with area Bureau of Employment Security for current, local issues.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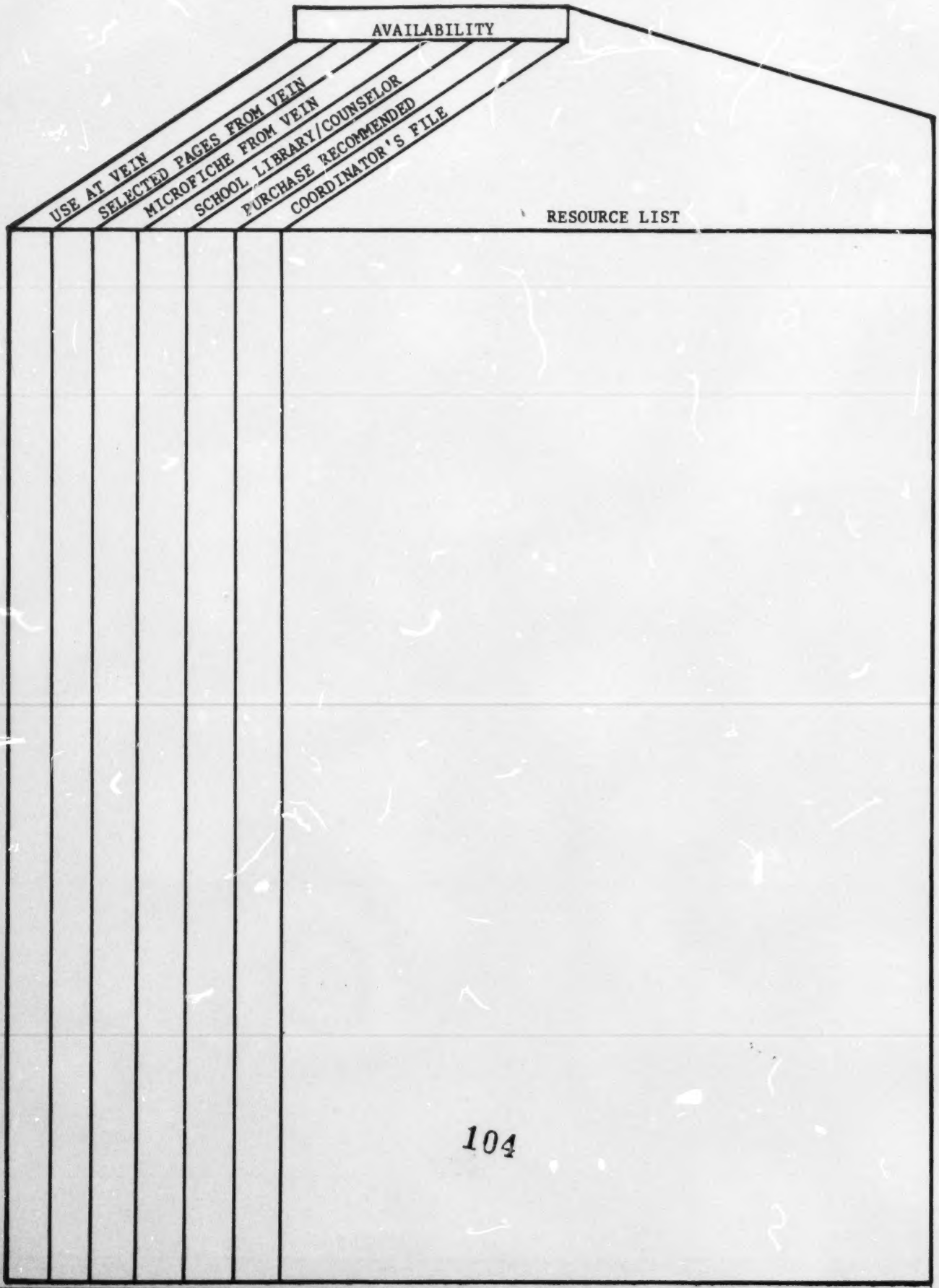
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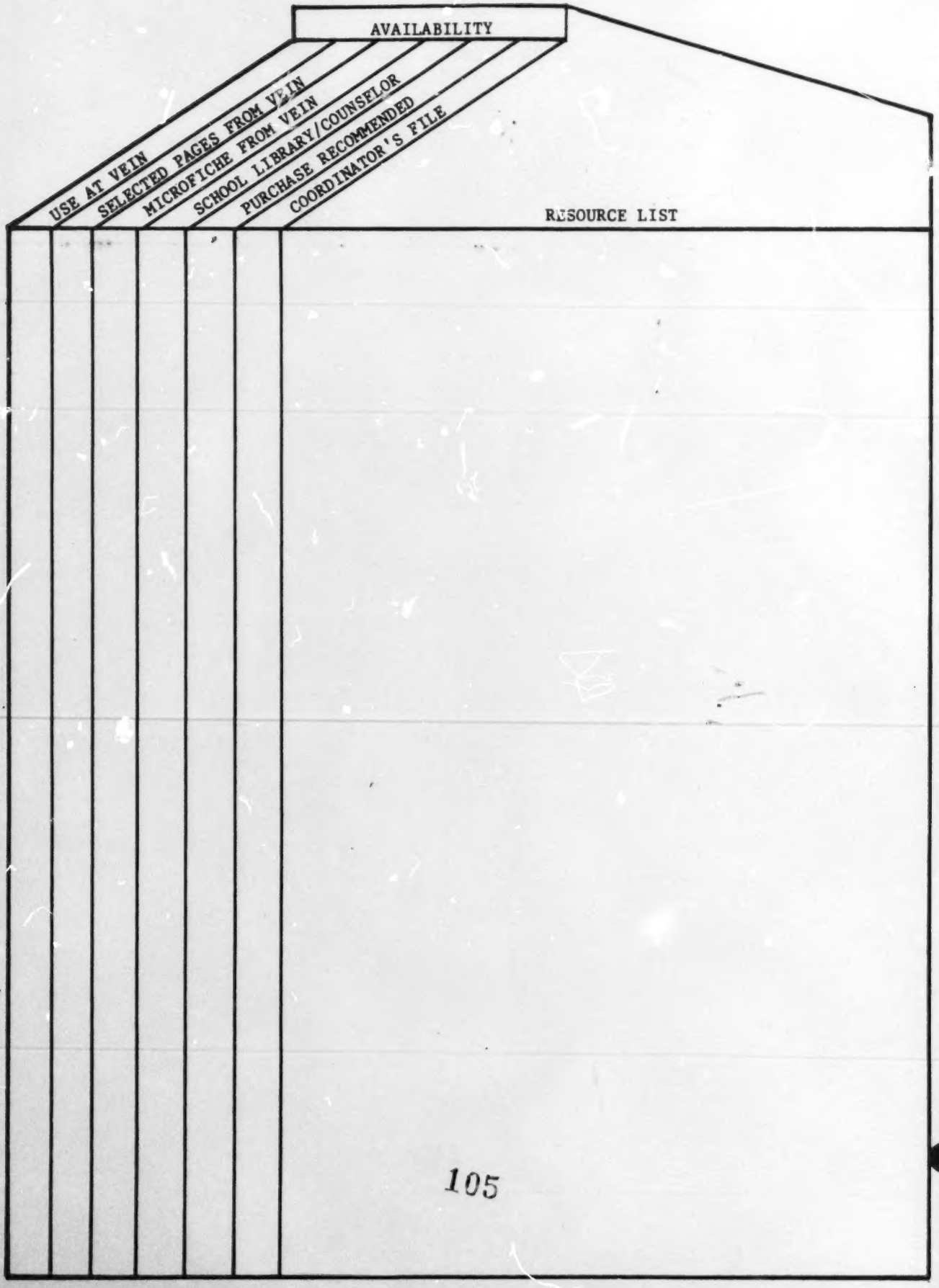
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RESOURCE LIST

APPENDIX

1. Business and Industry Input D-1

2. Letter to Personnel Directors D-2

3. Pennsylvania Businesses and Industries Contacted D-3

BUSINESS AND INDUSTRY INPUT

Companies throughout Pennsylvania, representing a cross-section of business and industry, were contacted by letter to obtain lists of jobs in their operations for which preparation less than a four year college degree was required. Response was light, but the job lists received were useful in identifying additional jobs and resources.

Appreciation is extended to the following persons and their companies for the voluntary contributions.

Lamar M. Indoe, Personnel Mgr.
Certain-Teed Products Corp.
P. O. Box 989
York, PA 17405

Wesley B. Lentz, Supv. of Personnel
GTE Sylvania, Inc.
W. Third Street
Emporium, PA 15834

Jean McEwen, Benefits Admin.
Kutztown Foundry & Machine Div.
P. O. Box 247
Kutztown, PA 19530

Joe Frankel, Personnel Mgr.
Leslie Fay, Inc.
Route 315
Wilkes Barre, PA 18703

Arthur M. Wehrmann, Dir. of Personnel
National Casting Division
Midland Ross Corp.
700 S. Dock Street
Sharon, PA 16146

Clifford M. Schmid, V. P. Ind. Relations
Science Press Division
Monroe Printing Co.
300 W. Chestnut Street
Ephrata, PA 17522

A copy of the letter sent to each business and industry appears as D-2. The list of companies contacted is on the following pages.

D-2

Vocational Education Resource Services
Stayer Research and Learning Center / Millersville State College
Millersville, Pennsylvania 17551 / 717/872-5411 Ext. 434, 542

ATTENTION: PERSONNEL DIRECTOR

Gentlemen:

The Bureau of Vocational Education in the Pennsylvania Department of Education has requested preparation of a guide to resources on job information for use by vocational educators and students. This guide will contain a list of job titles with reference to sources of current and readily accessible information about those jobs. The expectation is that students will investigate duties, required skills, working conditions, projected demands and other related information on real jobs which they might consider as career objectives.

The guide will focus on jobs for which less than a baccalaureate degree is required. The jobs to be identified exist in the businesses and industries located in Pennsylvania. Your company has a record of providing assistance to educators in their efforts to have students ready for productive employment when they enter the job market. Your cooperation is needed again. Assuming you maintain a current file on jobs needed to operate your business, would you be able to prepare a list of those jobs for which a bacherlor's degree is not required? It would facilitate preparation of this guide and enable students to learn about and prepare for jobs which really exist.

If this is a reasonable request, please send your list to:

Erma D. Keyes, Director
VEIN - Stayer R & L Center
Millersville State College
Millersville, PA 17551

You and your company will be listed in the credits section of the guide for your contribution.

Prompt completion and return of the enclosed postcard will be appreciated so that production schedules can be arranged.

Sincerely yours,

Erma D. Keyes

Erma D. Keyes, Director
VEIN

EDK/dp

enclosure

PENNSYLVANIA BUSINESSES AND INDUSTRIES CONTACTED

1. FOODS

Meat Pkg.
Hatfield Packing Co.
Hatfield

Canned
Musselman Fruit Prod. Div.
Pet Milk Co.
Biglerville

Bakery
Stroehman Bros. Co.
Williamsport

Dairy
Abbotts Dairies Division
Fairmont Foods Co.
Philadelphia

Frozen
Mrs. Smith Pie Co.
Pottstown

Bottled
D. G. Yuengling & Son, Inc.
Pottsville

2. TOBACCO

Lancaster Leaf Tobacco
Co. of PA, Inc.
Lancaster

3. TEXTILE

Berkshire International
Corp.
Reading

Futura Fabric Corp.
West Hazelton

Armstrong Cork Co.
Lancaster

Magee Carpet Co.
Bloomsburg

Leslie Fay, Inc.
Wilkes Barre

4. APPAREL

Eagle Shirtmakers, Inc.
Quakertown

Fashion Bilt Clothes Div.
Chips & Twigs Inc.
Philadelphia

5. LUMBER & WOOD

Modern Cabinet & Construction
Altoona

Everett Hardwood Lumber Co., Inc.
Everett

6. FURNITURE

General Interiors Corp.
Lewisburg

John Knoell & Son, Inc.
New Britain

7. PAPER

Sonoco Products Co.
Downingtown Paper Div.
Downingtown

Hammermill Paper Co.
Lock Haven

8. PRINTING & PUBLISHING

Bulletin Co.
Philadelphia

Pittsburg Press Co.
Pittsburgh

Johnstown Observer
Johnstown

Science Press Div.
Monroe Printing Co.
Ephrata

9. CHEMICALS

Rohm & Haas Co.
Philadelphia

Corry Foam Products Div.
Firestone Foam Products
Corry

10. PETROLEUM

Quaker State Oil Refining Company
Bradford

Atlantic Richfield Co.
Point Breeze Refinery
Philadelphia

11. RUBBER

Certain-Teed Products Corp.
York

Shellback Industries
Titusville

Lee Tire & Rubber Co.
Conshohocken

12. LEATHER

Specialty Luggage Co., Inc.
Pittsburgh

Westover Leather Co., Inc.
Westover

Hanover Shoes Inc.
Hanover

13. STONE, CLAY

Lenox Crystal, Inc.
Mount Pleasant

Donley Brick Co.
Washington

Red Hill Grinding Wheel Corp.
Pennsburg

Whitehall Cement Mfg. Co.
Whitehall

Goodman Cinder Block Plant, Inc.
Honesdale

14. PRIMARY METALS

Allegheny Ludlum Steel Corp.
Div. Allegheny Ludlum Ind.
Pittsburgh

National Casting Div.
Midland-Ross Corp.
Sharon

Ajax X-Ray Inc.
Sayre

Kutztown Foundry & Machine Div.
Ingersoll Rand Co.
Kutztown

Cerro Metal Products Div.
Cerro Corp.
Bellefonte

Penna. Flame Hardening Co., Inc.
Zelienople

15. FABRICATED METAL PRODUCTS

Manion Steel Barrel Co.
Oil City

Weatherly Steel Co.
Weatherly

Union Metal Mfg. Co.
Eastern Mfg. Div.
East Stroudsburg

Disston, Inc.
Philadelphia

Tanner Plating Div.
New Castle Industries, Inc.
New Castle

Miller Machine Shop
Duncannon

16. MACHINERY

New Holland Machine Div.
Sperry Rand Co.
New Holland

Orangeville Mfg. Co., Inc.
Orangeville

Lancaster Tool & Die, Inc.
Lancaster

Nice Ball Bearing Co., Div.
SKF Industries Inc.
Philadelphia

Phillips Mfg. Co.
Punxsutawney

Weidmann Div.
Warner & Swasey Co.
King of Prussia

General American Industrial Corp.
Blairsville

Tuscarora Electric Mfg. Co., Inc.
Tunkhannock

16. MACHINERY (Cont.)

Mars Hydraulics Div.
Woodings Enterprises Inc.
Mars

General Machine & Tool Corp.
New Brighton

General Wire Spring Co.
Pittsburgh

17. ELECTRICAL & ELECTRONIC MACHINERY

G. S. Electric Div.
General Signal Corp.
Carlisle

ESB Inc. - Exide Power System Div.
Philadelphia

Narco Avionics
Fort Washington

Warren Mfg. Co.
Warren

Electronics Missile & Communications Inc.
White Haven

GTE Sylvania, Inc.
Emporium

18. TRANSPORTATION

Boeing-Vertol Corp.
Philadelphia

Sun Shipbuilding & Dry Dock Co.
Chester

Brookville Locomotive Works
Div. of Pennboro Corp.
Brookville

Pennstyle Campers, Inc.
Leeper

Kellett Aircraft Corp.
Willow Grove

Grumman Allied Industries,
Carmichaels

Coleman Co., Inc.
Somerset

19. INSTRUMENTS

Howlett-Packard Co
Avondale

Taylor Electronics
New Alexandria

S. S. White Div.
Pennwalt Corp.
Philadelphia

Leeds & Northrup Co.
North Wales

Scranton Artificial Limb Co.
Scranton

HMW Industries, Inc.
Lancaster

20. MISC.

Hershey Foods Corp.
Hershey

AMP, Inc.
Harrisburg

Olivetti Corp. of America
Harrisburg

Zippo Mfg. Co.
Bradford